CALIFORNIA ENERGY COMMISSION

1516 NINTH STREET SACRAMENTO, CA 95814-5512 (916) 654-4392 (916) 654-4423 (fax)



July 12, 2001

TO: INTERESTED PARTIES

SUBJECT: REQUEST FOR PROPOSALS (RFP) #500-01-501

TECHNICAL SUPPORT FOR THE PUBLIC INTEREST ENERGY RESEARCH

PROGRAM, ADDENDUM NO. 1 (AD-1)

Notice is Hereby Given That The Above RFP Is Amended As Follows

The due date for the RFP has been reduced by four days. **Bids are now due Friday, August 17, 2001, by 5:00 p.m.**, instead of Friday, August 10, 2001. As a result, in order to comply with the Disabled Veteran Good Faith Efforts compliance, the deadline to place an ad is **August 3, 2001**. The following changes/corrections have been made:

Table of Contents, page iii, is amended as follows:

"Replace page iii with the attached page iii, dated July 10, 2001".

Section I, Introduction, is amended as follows:

"Replace page 4 with the attached page 4, dated July 10, 2001".

Section III, Work Statement, is amended as follows:

"Replace pages 15 and 26 with the attached pages 15 and 26, dated July 10, 2001".

Section IV, Proposal For and Required Documents, is amended as follows:

"Replace pages 30 through 40 with the attached pages 30 through 40, dated July 10, 2001.

Section IV, Evaluation, is amended as follows:

"Replace pages 63 and 64 with the attached pages 63 and 64, dated July 10, 2001".

Exhibit A and Exhibit B, are amended as follows:

"Replace Exhibit A and Exhibit B with the attached pages, dated July 10, 2001.

Forms 1.5, 1.8, 1.9 and 1.85, are amended as follows:

"Replace Forms 1.5, 1.8, 1.9 and 1.85 with the attached Forms dated July 10, 2001".

Forms 2A and 2B, are amended as follows:

"Replace Forms 2A and 2B with the attached Forms, dated July 10, 2001".

Attached are the most significant questions and answers presented at the Bidder's Conference and received in writing, and a list of conference attendees. Please remember that all Disabled Veteran Business Enterprise Participation Goals or Good Faith Efforts must be met.

All further questions regarding this RFP must be administrative only and directed to the Contract Officer. To ensure timely delivery, technical proposals must be delivered to the Energy Commission in a sealed package with your company name on the outside and identified as RFP #500-01-501. Proposals must be delivered no later than 5:00 PM, August 17, 2001, in the Energy Commission Contracts Office.

Except as herein amended, all other terms and conditions shall remain the same.

Sincerely,

Elizabeth Stone Contract Officer

Attachments

REQUEST FOR PROPOSALS

TECHNICAL SUPPORT ASSISTANCE FOR THE

PUBLIC INTEREST ENERGY RESEARCH (PIER) PROGRAM



Addendum No. 1

RFP#500-01-501 State of California California Energy Commission June July 2001

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Exhibits					
A	Evaluation of Demonstrated Expertise and Cost				
В	Evaluation of Prime Contractor Qualifications, Charges and Exhibit A Score Results				

Cost Forms							
2A	2A Proposed Total Loaded Hourly Rates for the Primary and Alternate Providers						
2B	Prime Contractor Defined Costs						
	Form 2B: Recording of Proposed Prime Contractor Fees and Charges lists only three types of allowed prime contractor charges, with the exception of travel and per diem which are established by the State.						
	2B.1 Proposed fee on subcontractor billings						
	2B.2 Proposed Task 1 rate for contract management						
	2B.3 Proposed charge on Other Direct Costs						

Forms 1.1 to 1.85 Checklist for **Demonstrated Expertise and Prime Contractor Qualifications** and Proposed Rates

Forms 1.1-1.85: Personnel Qualifications for Primary and Alternate Providers are listed below in columns for each of the 85 areas of expertise. The same 85 areas of expertise are identified on Form 2A for entering the fully loaded hourly rates for the primary and alternate providers shown on Forms 1.1-1.85. Note that all forms must be submitted and completely filled out for

a respons	<u>a responsive proposal.</u>				
Primary Alternate		nate			
Provider		Provider		Demonstrated Expertise	
Forms	Form	Forms	Form		
1.1-1.85	2A	1.1-1.85	2A		
				Project/Contract Management	
				2. Current Energy RD&D and Trends	
				3. RD&D Strategic Planning	
				4. RD&D Program Evaluation	
				5. Economic Issues of Energy – Analysis	
				6. Technology Characterization	
				7. Public Policy Analysis for RD&D and Technology	
				Transfer	
				8. Financial/Risk Analysis and Financing and Loan	
				Programs Evolving Electric Market	
				9. Evolving Electric Market Financial/Risk Analysis and	
				Financing and Loan Programs	
				10. Electricity Market Design	
				11. Strategic Electricity System Research	
				12. System Integration	
				13. Quantification of Benefits for Distributed Generation,	
				Storage, Renewables and End Use Energy	
			Technologies		
				14. Transmission/Distribution Technologies and Power	
				Electronics	
				15. Power Quality Technologies	
				16. <u>Distributed Energy Resources</u> Power Quality and	
				Reliability Costs	
				17. Electric Metering Technologies	
				18. Demand Responsive Technologies and Systems	
				19. Residential Building Envelope Technologies	
				20. Residential Lighting Technologies	
				21. Residential Space Conditioning Technologies	
				22. Residential Water Heating Technologies	
				23. Residential Appliance/Office Efficiency Technologies	
				24. Commercial Building Envelope Technologies	
				25. Commercial Lighting Technologies	
				26. Commercial Space Conditioning Technologies	
			20. Commercial Space Conditioning Technologies		

Primary Provider		Alternate Provider		Demonstrated Expertise		
Forms Form Forms Form			Demonstrated Expertise			
1.1-1.85	2A	1.1-1.85	2A			
				27. Commercial Water Heating Technologies		
				28. Commercial Refrigeration/Office Efficiency		
				Technologies		
				29. Commercial End-Use Technologies – Market Analysis		
				30. Industrial Refrigeration		
				31. Industrial Distillation		
				32. Industrial Drying and Food Processing		
				33. Industrial Process Controls and Sensors		
				34. Industrial Separation Technologies		
				35. Industrial Heat Transfer		
				36. Industrial Energy Efficiency		
				37. Industrial Chemical Processes		
				38. Industrial Glass Processes		
				39. Industrial Metal Casting		
				40. Industrial Semiconductor Facilities		
				41. Agricultural End-Use Technologies		
				42. Water Treatment		
				43. Water Management		
				44. Solar Industrial Process Heat Technologies		
				45. Coal Technologies		
				46. Oil and Gas Combustion Efficiency		
				47. Oil and Gas Emissions Abatement		
				48. Fuel Cell Technologies		
				49. Hybrid Generating Technologies		
				50. Cogeneration/Combined Heat and Power Technologies		
				and Applications		
				51. Geothermal Electric Generation		
				52. Geothermal Heat Pump Technologies		
				53. Geothermal Resources		
				54. Biomass Electric Generation		
				55. Biomass Value-Added Products		
				56. Municipal Solid Waste Technologies		
				57. Municipal Solid Waste Value-Added Products		
				58. Wind Technologies		
				59. Solar Thermal Electric Technologies		
				60. Photovoltaic Technologies		
				61. Photovoltaic Market Analysis		

Primary	Alternate		
Provider	Provider	Demonstrated Expertise	

Forms	Form	Forms	Form		
1.1-1.85	2A	1.1-1.85	2A		
				62. Low Impact Hydroelectric	
				63. Ocean Energy	
				64. Nuclear Fission Cycles	
				65. Nuclear Fusion Cycles	
				66. Alternative Fuels and Conventional Fuels from Non-	
				Conventional Sources	
				67. Compressed Air Energy Storage	
				68. Pumped Hydro Energy Storage	
				69. Flywheel Energy Storage	
				70. Ultra-Capacitor and SMES Energy Storage	
				71. Battery and Alternative Battery Energy Storage	
				72. Thermal Energy Storage	
				73. Energy-Related Environmental Research	
				74. Pollution Abatement/Regulations	
				75. Environmental Statistical Analysis	
				76. Water Quality	
				77. Surface Water Quality and Watershed Modeling	
				78. Industrial Emission and Waste Treatment	
				79. Environmental Toxicology	
				80. Air Quality Issues	
				81. Global Climate Change	
				82. Technical Writing	
				83. Technology Transfer Graphics/Design/Printing	
				84. Management Information Systems (MIS)	
				85. PIER Web Site	

Forms 1.86-1.96: Prime Contractor Qualifications are listed					
below for each of the 11 areas of competence.					
86. Organization chart. Shows efficient, well-defined command structure					
87. Shows overall contractor/ subcontractor management strength					
88. Shows financial soundness					
89. Shows timely, efficient completion of work tasks					
90. Shows arrangement for signed subcontracts within I month of CEC approval					
of contract.					
91. Shows invoice procedure meeting RFP requirements with minimum delay					
92. Shows proposed MIS meets RFP requirements for contract management,					
budget and billing visibility					
93. Shows how resolve contractor /subcontractor performance disputes					
94. Shows experience letting subcontracts as expeditiously as this RFP requires					
95. Shows in-house computer software capabilities					
96. Shows how availability of contractor/subcontractor is assured					

Attachments					
1	Contractor Status Form				
2.1	Small Business/Disabled Veteran Business Enterprise Certification Application				
	Instructions				
2.2	Prime Bidder's Certification of Disabled Veteran-Owned Business Participation				
2.3	List of Disabled Veteran Owned Business Participation				
2.4	Documentation of Good Faith Efforts				
3	Contractor Certification Clauses				
4	Customer References				
5	Standard Agreement				

I. Introduction

The Warren-Alquist Act creating the California Energy Commission (Commission) requires that the Commission "develop and coordinate a program of research and development in energy supply, consumption, and conservation, and give priority to those forms of research and development which are of particular importance to the state" (Public Resources Code, Section 25601).

In 1996, California decided to fundamentally restructure and reduce the regulation of much of the state's electricity system. To ensure that certain public goods would not be lost as a result, AB 1890 and SB 90 authorized, among other things, collection of an electricity consumption surcharge totaling \$62.5 million annually from 1998 through 2001 to fund a public interest energy research program primarily administered by the Energy Commission. In September 2000, the Legislature passed and Governor Gray Davis signed into law SB 1194 (Sher) and AB 995 (Wright) which, among other things, extended the electricity surcharge funding for the PIER Program for an additional 10 years, from January 2002 to January 2012.

The law specifically required the Commission to file a Five-Year Investment Plan with the Legislature by March 1, 2001, addressing how the Commission intends to manage the PIER Program from 2002 through 2006. This plan is available on the Commission's website at <www.energy.ca.gov/reports/index>, and through Commission Publications as document number P600-01-004a and -004b. In addition, The Commission recently published its third annual report for PIER, titled 2000 Annual Report Concerning the Public Interest Energy Research Program. This document is also available through Commission Publications as P600-01-007 (2 volumes).

What is the Purpose of this RFP?

The purpose of this Request For Proposal is to hire up to three experienced, full-service Prime Contractors with particular strengths in the technical and project management aspects of energy science and energy research, development and demonstration, and in program management as the Prime Contractor of the subcontractor team. The team will provide technical assistance in several program areas of the Research and Development Office of the California Energy Commission's Public Interest Energy Research (PIER) Program, Geothermal Grant and Loan Program (GRDA), and other RD&D legislative and regulatory mandates.

The programs of the Research and Development Office ("Office") span the sciences and technologies of the electricity generation, energy end use, system reliability, and environmental balance, plus many aspects of California energy policy and the Commission's renewable and energy efficiency programs. The Office manages over 200 projects at all times, including research, development and demonstration contracts, and grants and loans totaling tens of millions of dollars a year. In addition, the Commission looks to the Office for policy input on the role of RD&D in resolving California's energy issues, preferred technology options, their cost, benefit, impacts, commercial status, and the barriers to adoption.

Es/O.5-00-507 1 RFP # 500-01-501

How Many Contracts Will Be Awarded?

The Commission intends to award up to three contracts for fiscal years 2001/2002, beginning October 5, 2001October 24, 2001, through 2003/2004, ending October 5, 2004, to Prime Contractor(s) for specialized services to assist in the administration of its research, development, and demonstration (RD&D) programs. All bidders are expected to be highly qualified, experienced, full service firms, with particular strengths in the technical and program management aspects of energy research, development and demonstration.

- Management services
- A highly qualified team of contractor and subcontractor expertise shortly after contract award by the Commission.
- Efficient and timely communication and coordination with the Commissions Contract Manager.
- Expert program and project management capabilities.
- Accurate and timely budgeting and billing.
- Timely payment of subcontractor invoices prior to receiving Commission reimbursement.
- Expedited solicitation for and subcontracting with new expertise as requested by the Commission.

What is the Scope of Work?

The Prime Contractor shall manage a contractor team capable of undertaking all work assignments. Under the PIER Program, the team shall provide supporting expertise to Commission staff in the following PIER areas of expertise:

- ♦ RD&D program and project planning, program and project development,
- program and project implementation and program and project evaluation,
- perform RD&D investigations, the results of which are to be used to identify promising pathways of future RD&D through which PIER can advance science and technology,
- develop solicitations for the RD&D leading to the most benefit to the state,
- review proposals in the array of technologies eligible for funding, and/or
- provide the ready expertise to trouble-shoot projects,
- evaluate the PIER administrative and management processes,
- assist in the start-up of projects in the field, and
- facilitate technology transfer and commercial incubation.

Technical assistance for the Geothermal Grant and Loan Program includes engineering and economic feasibility assessments of direct-use projects, geothermal resource assessments, evaluations of technology RD&D proposals, and support in the area of technology transfer activities critical to widespread commercialization of geothermal electric and non-electric applications.

This is not an exclusive contract. The Commission may seek further assistance from other entities during the course of the contract(s).

How Is This RFP Organized?

This Request for Proposal (RFP) is organized into the following six sections:

Section I provides a summary and administrative overview of the RFP Requirements.

Section II provides background on the Commission's Public Interest Energy Research (PIER) Program.

Section III explains the work to be accomplished, and deliverables and due dates.

Section IV explains in detail the format, documents and technical expertise needed to submit a successful proposal.

Section V provides administrative detail including legal requirements of the RFP.

Section VI explains the evaluation process.

How Much Funding is Available?

An estimated total of \$9 million is expected to be available for this contract; \$3 million for fiscal years 2001/02, \$3 million for fiscal year 2002/03, and \$3 million for fiscal year 2003/04. Each bidder shall bid the entire estimated amount of \$9 million. The Commission intends to award up to three winning responsible bidders. Therefore, all available funds will be awarded to one bidder if there is only one winner, or split in equal, available contract amounts among the winning two or three responsible bidders. The contract award(s) will be made to the responsible bidder(s) with the highest combined weighted technical score and score of labor cost and service charges among qualifying proposals.

This is an hourly rate plus cost reimbursement contract with a ceiling on the total contract amount. The Commission reserves the right to increase or decrease the amount of any contract as needed to meet budget or program requirements.

Funding for fiscal years 2001-02, 2002-03 and 2003-04 are subject to the availability and approval of the Governor's 2001-02, 2002-03 and 2003-04 budget. Partial funding (\$300,000) for this agreement is dependent upon the submission and approval of the Federal Government and to any additional restrictions, limitations, or conditions imposed by the Federal Government, federal law, federal court judgments, and/or federal agency orders which may affect the provisions or terms of this Agreement.

Is This a Retainer Type Contract?

Yes. Please note that any contract(s) awarded as a result of this solicitation will be "retainer" contracts. The selected contractor(s) will be held on retainer and will be assigned work via specific work authorizations as the need arises. If multiple contracts are awarded, work authorizations will be assigned amongst the Prime Contractors based upon the Prime Contractor team member with the highest combined weighted technical and cost score in the expertise

required. If the level or type of expertise required cannot be provided for the reasons listed in the Work Statement, then the work is reassigned based on the series of decision steps listed in the Work Statement. The Commission makes no guarantee that any or all of the funds will be assigned in any given year or that any or all of the selected consultants will be assigned work.

What Are the Key Activities and Dates?

Key activities and times for this RFP are presented below. This is a tentative schedule, please call the Contracts Office to confirm dates.

ACTIVITY	ACTION DATE
RFP Release	June20, 2001
Deadline for Written Questions	July 3, 2001
Pre-Bid Conference	July 3, 2001
Distribute Questions/Answers and Addenda (if any)	July 17 <u>13</u> , 2001
to RFP	
Deadline to Submit Proposals	August <u>10 17</u> , 2001, no later than
	5:00 p.m.
<u>Teleconference</u> Interviews (If necessary)	August 44 <u>28</u> , 2001
Notice of Proposed Award	August 47 <u>31</u> , 2001
Commission Business Meeting	September 19 October 3, 2001
Contract Start Date	October <u>5 24</u> , 2001
Contraction Termination Date	October <u>5 24</u> , <u>2005</u> 2004

How Do I Respond to this RFP?

Responses to this solicitation shall be in the form of a Technical and Cost Proposal according to the format described in Section IV. The Technical Proposal shall document the Bidder's experience, qualifications, project organization and approach to perform the tasks described in the Work Statement found in Section III, and the Cost Proposal shall detail the Bidder's budget to perform such tasks.

How Can I Obtain Further Information?

A Pre-Bid Conference will be held to answer questions. Please call (916) 654-4392 to confirm the time and date. Bidders are encouraged to attend this informational meeting:

July 3, 2001 at 10:00 a.m. California Energy Commission 1516 9th Street, Hearing Room B Sacramento, California 95814 Telephone: (916) 654-4392

Potential Bidders may ask questions about the requirements of this RFP. Bidders must prepare their questions in writing and send or FAX them to the Contact Person (see Who Do I Contact?).

At the option of the Commission, questions may be answered orally at the Pre-bid Conference or in writing. All questions will be answered in writing and will be distributed to recipients of this RFP sometime after the Pre-Bid Conference and posted on the Commission's Web Site at www.energy.ca.gov. Deadline for written questions is July 3, 2001.

Who Do I Contact?

Questions or clarifications about this RFP should be directed to:

ELIZABETH STONE, CONTRACT OFFICER California Energy Commission 1516 Ninth Street, MS-18 Sacramento, California 95814 Telephone: (916) 654-5125 FAX: (916) 654-4423

This RFP is available through the Commission's Web Site at: www.energy.ca.gov/contracts Copies may be obtained by writing or calling:

California Energy Commission 1516 Ninth Street, MS-18 Sacramento, California 95814 Telephone: (916) 654-4788 FAX: (916) 654-4423

Verbal Communication

Any verbal communication with a Commission employee concerning this RFP is not binding on the State or the Commission and shall in no way alter a specification, term, or condition of the RFP.

What Are My Responsibilities For Submitting A Proposal?

Bidders must take the responsibility to:

- Carefully read this entire RFP
- Ask the appropriate questions in a timely manner
- Submit all required responses in a complete manner by the required date and time
- Make sure that all procedures and requirements of the RFP are followed and appropriately addressed
- Carefully reread the entire RFP before submitting a proposal.

Are There Reference Materials?

Bidders responding to this RFP may want to familiarize themselves with the following publications:

Title	Publication #	Web Site
Five Year Investment Plan, Volumes	P600-01-004a and -004b	www.energy.ca.gov/research/P
1 and 2 [On the Web Site Volume 2		<u>IER</u>
immediately follows Volume 1]		
2000 Annual Report for PIER	P600-01-007 (2 volumes)	

The Publication referenced above is on display and available for review in the Commission's Library located at:

California Energy Commission 1516 Ninth Street, MS-10 Sacramento, CA 95814 (916) 654-4292

Library hours of operation are: Monday - Thursday, 9:00 a.m. - 12:00 p.m. and 1:00 p.m. - 4:00 p.m. Friday, 9:00 a.m. - 12:00 p.m.

II. Background

RD&D Program Overview

The Commission funds technical support assistance for its energy RD&D programs from the following sources:

- A. Programs providing contract funds, loans or grants to energy project developers, or technical assistance for project development:
 - 1. Public Interest Energy Research (PIER) Program
 - 2. Geothermal Grant and Loan (GRDA) Program
- B. Other RD&D support activities consistent with legislative and regulatory mandates and Commission policies which require a broad range of technical support to Commission staff:

Technical assistance for advanced and alternative energy development may be provided under other program areas as directed by future budgetary language or by the Commission's Executive Director. By managing the technical support activities for many RD&D program elements through this contract, the Commission is better able to coordinate the delivery of assistance, evaluate contractor performance, maintain consistent administrative records and reduce the cost of contract management.

Public Interest Energy Research (PIER) Program

The PIER program was established in 1996 as a broad energy research, development, and demonstration program. Through PIER, the Commission funds certain public interest RD&D efforts that will advance energy or science or technology not adequately provided by competitive and regulated markets.

PIER's mission is to conduct public interest RD&D that improves the quality of life for Californians by providing environmentally sound, safe, reliable and affordable energy services and products. PIER provides funding to advance science or technology for projects in the following broad subject areas:

- Residential and commercial building efficiency and energy management,
- Industrial, agricultural and water energy efficiency and technologies which improve the environment.
- Environmentally-preferred advanced generation,
- Renewable energy technologies,
- Energy-related environmental issues, and
- Strategic "cross-cutting" RD&D, including transmission and distribution systems, reliability, power quality, and market design issues.

II. Background, Continued

The principal approach to the program is to employ a competitive RFP process to solicit advanced science and energy technology projects from the public and private sectors. Eligible proposals are evaluated and scored on their technical and policy merits. Contracts are drafted for the projects winning PIER awards, and Commission staff manages the projects throughout the term of the contracts.

The need for expertise outside the Commission is especially critical to meet the objectives of the PIER program. The program is designed by legislative mandate to address across the broad range of infrastructure the most significant energy issues facing California.

Geothermal Grant and Loan (GRDA) Program

The Geothermal Grant and Loan Program was established in 1981 to support projects relating to the development of geothermal resources. Through this program, the Commission provides grants and loans to private companies and local governments (cities, counties, special districts, regional planning agencies, public utility districts, and Indian tribal governments) to:

- (1) reduce energy costs by developing and using low- and moderate-temperature geothermal resources;
- (2) mitigate environmental and public service impacts, and develop planning tools to more effectively regulate the development and operation of geothermal facilities; and
- (3) support resource exploration and technology RD&D projects.

Current law enables the Commission to use up to \$100,000 each fiscal year for technical support. Technical assistance for the Geothermal Grant and Loan Program includes engineering and economic feasibility assessments of direct-use projects, geothermal resource assessments, evaluations of technology RD&D proposals, and support in the area of technology transfer activities critical to widespread commercialization of geothermal electric and non-electric applications.

TABLE 1-1 ESTIMATED CONTRACT BUDGET							
ESTIMATED 2001/02 CONTRACT BUDGET							
		Contract	Funds	Pending			
		Authorization	Encumbered	Encumbrance			
Task 1	Prime and Subcontractor Management	\$432,000	\$360,000	\$72,000			
Task 2	Program Technical Support	\$2,200,700	\$1,833,900	\$366,800			
Task 3	Project Technical Support	\$900,000	\$750,000	\$150,000			
Task 4	Technology Transfer	\$67,300	\$56,100	\$11,200			
				·			
	Total Estimated for 2001/02	\$3,600,000	\$3,000,000	\$600,000			

II. Background, Continued

ESTIM	ATED 2002/03 CONTRACT BUDGET			
		Contract	Funds	Pending
		Authorization	Encumbered	Encumbrance
Task 1	Prime and Subcontractor Management	\$432,000	\$360,000	\$72,000
Task 2	Program Technical Support	\$2,200,700	\$1,833,900	\$366,800
Task 3	Project Technical Support	\$900,000	\$750,000	\$150,000
Task 4	Technology Transfer	\$67,300	\$56,100	\$11,200
	Total Estimated for 2002/03	\$3,600,000	\$3,000,000	\$600,000
ESTIM	ATED 2003/04 CONTRACT BUDGET			
		Contract	Funds	Pending
		Authorization	Encumbered	Encumbrance
Task 1	Prime and Subcontractor Management	\$432,000	\$360,000	\$72,000
Task 2	Program Technical Support	\$2,200,700	\$1,833,900	\$366,800
Task 3	Project Technical Support	\$900,000	\$750,000	\$150,000
Task 4	Technology Transfer	\$67,300	\$56,100	\$11,200
	Total Estimated for 2003/04	\$3,600,000	\$3,000,000	\$600,000

Note: These estimates are **up to** the amount allotted for each fiscal year. The Task 1 allotment is based on the full funding amount for each fiscal year; however, that amount may change should the entire estimated amount for each fiscal year not be met. A total funding of \$3.0 million is expected for FY 2001/02 and may be increased as additional funding is encumbered to the contract.

III. Work Statement

About This Section

In this section, the Commission describes the tasks the contractor will be asked to perform under the direction of the Commission Contract Manager.

General Requirements

The Prime Contractor and subcontractors will be directed by the Commission Contract Manager and Commission project managers. The Prime Contractor shall manage a contractor team capable of undertaking all work assignments identified in this Work Statement. In all cases, the Prime Contractor must establish all necessary contractual relationships with all subcontractors and reimburse all subcontractors for services performed. The technical performance of the subcontractors shall be monitored by the Prime Contractor to the extent required by the Commission's Contract Manager on a case-by-case basis. The contractor team may be augmented to include organizations not part of the original team. Such augmentation can include personnel secured through qualified temporary agencies, subject to prior approval by the Commission's Contract Manager on a case-by-case basis.

The Commission's Contract Manager may, at his or her sole discretion, determine that the level or type of specific expertise or services required are not met or will likely not be met by the Prime Contractor or its subcontractors, or within the desired period of time, or that a potential conflict of interest exists. In these cases, the Commission Contract Manager may direct the Prime Contractor to redirect work to other subcontractors, or employ additional subcontractors as directed by the Commission's Contract Manager. The Commission's Contract Manager will specifically designate a new subcontractor by name, or will request that the Prime Contractor identify a suitable subcontractor based upon requirements established by the Contract Manager.

The Prime Contractor and subcontractors shall begin task work only after receiving a written Work Authorization to do so by the Commission Contract Manager. The specific task and the degree of effort for each task to be performed by the Prime Contractor or subcontractors will vary from project to project. All project work performed by the contractor team shall be directed by and coordinated with Commission staff as designated by the Commission Contract Manager. The actual costs of a completed, approved Work Authorization shall not exceed the authorized amount. If, in the performance of the work, the Contractor determines that the actual costs will exceed the estimated costs, the Contractor shall immediately notify the Commission Project Manager.

Any expenses incurred by the Contractor that have not been duly authorized shall be borne by the Contractor. No amendments to the Work Authorization shall be made for work undertaken without the specific, written approval of the Commission Project Manager and Contract Manager.

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General Task Areas

Funding distribution for the tasks in this contract will vary depending on the demand for work in each specific area with the exception of Task 1, which will remain constant. The following is an example of a possible allotment of contract dollars.

1.	Prime Contractor and Subcontractor Management	12 Percent
	(provided only by the Prime Contractor)	
2.	Program Technical Support	70 Percent
3.	Project Technical Support	13 Percent
4.	Technology Transfer	5 Percent
		100 Percent

Up to \$50,000 of the annual total contract funds can be used under Task 3 for the purpose of procurement of equipment and off-the-shelf software for investigative purposes such as, instrumenting, measuring, telemetering, conversion, and display, related to field work or project operations, and/or to the relay of such information to the PIER Program.

Task 1: Prime and Subcontractor Management

The Commission intends to contract for an experienced, full-service Prime Contractor with particular strengths in the technical and project management aspects of energy research, development and demonstration, and in program management. The Prime Contractor will manage a contractor team capable of undertaking all work assignments identified in this Work Statement. In all cases, the Prime Contractor must establish all necessary contractual relationships with all subcontractors and reimburse all subcontractors for services performed. The technical performance of the subcontractors shall be monitored by the Prime Contractor to the extent required by the Commission's Contract Manager on a case-by-case basis.

Work Guarantee

Workflow will depend on demand for service. Demand is uncertain and, therefore, there will be no guarantee of work for the prime contractor or any subcontractor.

Work Authorizations

This is a "work authorization" Contract and no work shall be undertaken unless authorized by the Commission through a specific written document called a work authorization.

The Commission Contract Manager will prepare and issue the written work authorizations and may set a maximum price, budget, and schedule for the work to be performed.

- (1) The Commission Contract manager shall assign work to the Prime Contractor with the highest combined weighted technical and cost score for the area of expertise required to complete the work.
- (2) If the required capabilities are not available through the Prime Contractor with the highest combined weighted technical and cost score for the area of expertise required to complete the work because the level or type of specific expertise or services required are not met or will likely not be met by the Prime Contractor or its subcontractors, or within the desired period of time, or that a potential conflict of interest exists, the Commission Contract manager shall offer the work to the next Prime Contractor in line.
- (3) If there is a third Prime Contractor and the required capabilities are not available through the second Prime Contractor because the level or type of specific expertise or services required are not met or will likely not be met by the Prime Contractor or its subcontractors, or within the desired period of time, or that a potential conflict of interest exists, the Contract Manager shall offer the work to the next Prime Contractor in line.
- (4) If the required capabilities are not available at this point because the level or type of specific expertise or services required are not met or will likely not be met by the Prime Contractor or its subcontractors, or within the desired period of time, or that a potential conflict of interest exists, the Commission Contract Manager may request the first Prime Contractor to solicit for the appropriate capabilities and add those subcontractor capabilities to its team.
- (5) If the Prime Contractors score equally in the area of expertise required to complete the work, the Commission's Contract manager will first offer the work to the Prime Contractor with the highest overall combined weighted technical and weighted cost score.

As an example of the evaluation of a contractor's ability to perform within a desired period of time in the above procedure, the Commission's Contract Manager may take into account the relative availability through each Prime Contractor's team of a resource, such as a database essential to the timely performance of the work. The schedule for the work to be performed may be established based on the availability of timely access to such a resource.

Selection of the Contractor, and the development of a budget will be completed before the Contractor receives approval for the work authorization.

Monthly Progress Report

The prime contractor shall prepare a monthly progress report which summarizes all activities conducted by the Contract team and which includes a summary of Contract expenditures to date. The monthly progress report is due to the Commission's Contract Manager within 15 working days after the end of the month. The Commission's Contract Manager will specify the report format and the number of copies to be submitted. All monthly progress reports will coincide with the invoice period.

Management Services

The prime contractor shall:

- 1.1 Respond to requests or direction from the Commission's Contract Manager in a timely fashion.
- 1.2 Prepare RFPs and other solicitations and contracts for subcontractors and issue work authorizations as directed by the Commission's Contract Manager. Work authorizations will be developed by the Commission's Contract Manager and assigned to a Contract team member. The selected team member will then be sent the work authorization with the budget for signature and approval.
- 1.3 Manage the completion of all tasks under the Contract as agreed between the Prime Contractor and the Commission's Contract Manager.
- 1.4 Provide oversight and first-level review of reports and documentation, and comment on the content of products from the contractor team, as requested by the Commission's Contract Manager on a case-by-case basis.
- 1.5 Develop project schedules and assign work to the contractor team to ensure that tasks are completed efficiently, on schedule, and within the budget as agreed between the Prime Contractor and the Commission project manager in the Work Authorization.
- 1.6 Manage and coordinate subcontractor activities. When new subcontractors are hired or added, the prime contractor shall submit proposed subcontractor contracts to the Commission for review and approval. At the same time, the prime contractor shall provide the Commission with updated Disabled Veteran Owned Business Enterprise (DVBE) forms. The prime contractor is responsible for the quality of all subcontractor work.
- 1.7 Work directly with and report to the Commission's Contract Manager or project manager on Contract status and subcontractor work assignments and progress.
- 1.8 Coordinate subcontractor accessibility to the Commission's Contract Manager and project managers. At the request of the Commission's Contract Manager, the prime contractor and subcontractors shall be available for meetings or provide written and/or verbal program briefings to the Commission's staff or others. The Commission expects to hold no more than one (1) program briefing meeting per quarter.
- 1.9 Require subcontractors to provide invoices which correctly identify personnel, rates, hours, and travel and other expenses charged to each Contract task and/or Work Authorization task, including expense backup. Provide audit and accounting services for

subcontractor invoices and for invoice payments, showing funds authorized, invoices submitted, invoices approved by the Commission, and status.

- 1.10 Require subcontractors to copy the Commission's Contract Manager with all final, approved work statement deliverables. All work statement deliverables from the contractor team must be submitted as drafts for review and comment to the Commission project manager. After staff review, the approved deliverable shall be copied to the Contract Manager with the work authorization number clearly indicated.
- 1.11 Provide Prime Contractor invoices that include detailed separate accounting for all funds as identified in the Work Authorizations. All Prime Contractor invoices must identify charges by Work Authorization, Work Authorization task, Work Authorization funding source, personnel, labor rates and hours, expenses, and provide backup for charges. An advance copy of the invoice shall be sent to the Contract Manager to insure that all records are included and the invoice is for authorized work. The official invoice is to be submitted to the Commission's Accounting Office. The Commission's Contract Manager will specify the invoice format.
- 1.12 Pay Commission-approved subcontractor and equipment invoices within fifteen (15) business days of receipt of approval by the Commission's Contract Manager. Retention shall be paid upon completion of tasks. The prime contractor will invoice for retention twice a year during January and July for completed subcontractor and technical tasks and during January for completed project management tasks.
- 1.13 Provide Management information System (MIS) reports consisting of management, cost and project status reports to the Commission's Contract Manager which include:
 - A. Progress reports on Prime Contractor and subcontractor activities identified by Contract management, project management and technical assistance task work or otherwise, as directed by the Commission's Contract Manager.
 - B. Cost/budget overview and cost/budget projections.
 - C. Summary list of approved projects by subcontractor, funds authorized, invoices submitted, invoices approved by the Commission, fiscal status and percent of task completion.
 - D. Explanations of adjustments, corrections and extraordinary charges shown in the present or previous invoices and MIS reports.
- 1.14 Provide in-house software capability in MS Office programs for PC-type computers or other appropriate task-dependent formats for desktop publishing. MS Office programs include MS Word, Access and Excel.

- 1.15 A draft Final Report is due three months prior to the end of the contract. The Final Report and a 200-word abstract are due no later than fifteen_thirty days prior to the end of the contract. The report shall be prepared in language easily understood by the public or laypersons with a limited technical background. A draft of the final report must be reviewed and approved by the Commission Contract Manager prior to becoming final. The Final Report shall include an analysis of:
 - the work accomplishments of the Contractor
 - the effectiveness of this Contract in meeting the objectives of the program
 - future activities recommended to increase the effectiveness of the program and this contract

The Contractor shall meet with the Commission to present the findings, conclusions, and recommendations. The final report must be delivered to the Commission Contract Manager 30 days before the termination date indicated in the term of the contract.

The outline of fiscal year-end Contract reports shall be prepared as follows:

A. <u>Title Page</u>

B. Executive Summary

Describe the Contract goals, how the Contract work was implemented, size, schedule, source of project funds, number of projects funded, and provide an overview of results from the Contract listed by task, technology and project.

C. Abstract

Limited to 150 to 250 words. This abstract shall be sufficient to describe the Contract goals, technical approach, work completed and results.

D. Table of Contents

Organize the report by program area (PIER, GRDA, etc.), by PIER subject area where appropriate (Renewables, Residential Efficiency, EPAG, etc.), by support at the Program level where appropriate (program planning, program evaluation, etc.) and by Work Authorization number (beginning with the earliest number).

E. Contract Results

- 1) Introduction
- 2) Abstracts of projects, organized by program area (PIER, GRDA, etc.), by technology PIER subject area where appropriate (Renewables, Residential

Efficiency, EPAG, etc.), by support at the Program level where appropriate (program planning, program evaluation, etc.) and by Work Authorization number (beginning with the earliest number).

Each funded project shall be summarized (100 to 200 words). Each summary shall include the specific request, results of the work performed or in progress, and the conclusions and/or recommendations developed by the work. Each subcontractor shall be responsible for writing its own summaries and forwarding them to the Prime Contractor, and the Prime Contractor shall be responsible for editing and combining these summaries into the reports.

Task 2: Program Support

The Prime Contractor and its team shall assist Commission program management and staff in program definition, design, direction, execution, and evaluation. Such assistance may include. but is not necessarily limited to the following sub-tasks:

- 2.1 Program Implementation: Assist Commission staff in the design, development, implementation, and evaluation of a program of RD&D to advance energy science and technology and the commercialization of project results. This may include, at the direction of the Commission Contract Manager, implementation and administration of an RD&D or technology transfer program, supported in whole or in part with Commission funds.
- 2.2 Comparative evaluation of all energy technologies. Assist Commission staff in evaluating energy technologies relative to: their commercial status; status of specific research activities and established research and development goals; technical, financial, economic, regulatory, and environmental barriers and supports to deployment; appropriate policies or actions to meet research needs and mitigate deployment barriers, and social cost or benefit. This activity includes the technical, economic and environmental analyses of each technology, and evaluation of opportunities to develop environmental sciences and technologies which will preserve and enhance natural resources in the face of energy development and use.
- 2.3 Targets and benefits of research, development and demonstration (RD&D). Assist in identifying those targets for RD&D support which would bring the greatest benefit to California, and in the evaluation of the benefits associated with RD&D programs and projects to improve California's energy supply, delivery and use mix.
- 2.4 Proposal evaluation assistance. Assist in the technical and economic evaluation of proposals received by the Commission for various state assistance and/or funding programs, including, but not limited to, the PIER Program, and the Geothermal Resources Development Account (GRDA).

- 2.5 Market and resource analysis. Conduct market analyses and assist in evaluating market trends, growth patterns, resource availability, regulatory, economic, taxation and financial constraints, and decision factors for a technology or technology application. Assist in the evaluation of legislative and policy proposals for their effect on market development and environmental improvement.
- 2.6 Program/project tracking. Assist staff in establishing and maintaining databases to track RD&D, technology transfer and commercialization activities, and environmental change resulting from programs and projects funded by the Commission and other organizations.
- 2.7 Expert witness support. Assist the Commission staff by providing technical experts for hearings, workshops and other meetings relating to technology and energy development issues, and in preparing technical information related to these issues for possible inclusion in Commission reports.
- 2.8 Respond to inquiries. Prepare analyses, findings, and recommendations to inquiries from Commission staff or inquiries received by the Commission from public and private organizations. Prepare information and graphics materials.
- 2.9 Environmental impacts. Assist in the evaluation of the global, regional, and project-specific environmental impacts, both cumulative and incremental, of California's energy supply and use mix, and of alternative mix scenarios, policies and programs.
- 2.10 Information and project tracking systems. Assist in the development of systems for entering, storing, processing and retrieving data and information which inform the detailed operation of PIER activities and oversight of the PIER Program.

Task 3: Project Support

The Prime Contractor and its team shall assist Commission program management and staff in project definition, design, direction, execution, and evaluation. Such assistance may include, but is not necessarily limited to the following sub-tasks:

- 3.1 Project evaluation. Evaluate proposed or planned energy projects, and where required, prepare a project report. Minimum requirements for project evaluation are as follows:
 - A. <u>Technology Status and Scheduled Operation</u>
 - 1) When will the technology be commercially available?
 - 2) Assess whether the proposed work is the next logical and necessary step in the technology development.

3) Evaluate the magnitude of need for state participation, and assess the extent to which the applicant has attempted to obtain other sources of funding.

B. Environmental Effects

Evaluate air quality, water quality, waste disposal, land use, and other environmental effects of both the project and technology when commercialized.

C. Engineering Risks

- 1) Evaluate generic technical risks (e.g., the degree of scale-up being proposed).
- 2) Do a resource assessment, site evaluation, or an energy audit, if necessary.
- 3) Review mass and energy balances.
- 4) Review project specifications (e.g., blueprints, plans, warranties, and guarantees).
- 5) Review of the solution being proposed for specific technology barriers.

D. Work Statement

- 1) Evaluate the extent to which the work statement demonstrates that the applicant has a clear and appropriate plan for achieving the stated goals and objectives.
- 2) Evaluate the reasonableness of the work schedule with respect to sequence of tasks, time allocated per task, and the use of labor, equipment and facilities.
- 3) Evaluate the extent to which the work statement identifies products such as test data, analytical methodologies, hardware demonstrations, and reports.

E. Economic Analysis

- 1) Conduct a parameter check for benefit/cost analysis.
- 2) Conduct a revenue analysis including future market conditions.
- 3) Evaluate the benefit/cost base case and conduct a sensitivity analysis.
- 4) Conduct a cash flow and investments payback analysis.
- 5) Evaluate quality, security, source and magnitude of the applicant's funding match.

F. Proposal Cost

- 1) Conduct a parameter check for direct research benefits from the project (including estimated future technology costs, performance, or other barrier resolution estimates).
- 2) Conduct a proposal cost check for accuracy and completeness (identify all the costs).
- 3) Compare overall benefits to proposal cost.
- 4) Evaluate project costs that are independently financed.

G. Financial Strength

- 1) Evaluate the applicant's balance sheet.
- 2) Evaluate the operating statements (business and net annual profit statements).
- 3) Evaluate the company's cash flow projections.
- 4) Evaluate documentation for non-Commission funding sources.
- 5) Evaluate the financial statements and conduct credit checks.

H. Project Team Assessment

- 1) Evaluate project organization.
- 2) Determine if lines of authority and roles are clear and logical, and permit the ready exchange of information.
- 3) Evaluate financial qualifications.
- 4) Evaluate quality, appropriateness and availability of technical staff and consultants to carry out the work statement and to resolve unanticipated problems.

I. Barrier Issues

- 1) Assess the accuracy and completeness with which the proposal identifies:
 - a. scientific uncertainties and knowledge gaps;
 - b. engineering and materials barriers;
 - c. economic barriers specific to the subject technology;

- d. environmental constraints that the technology might face if installed in California:
- e. resource constraints; and
- f. institutional and regulatory barriers.
- 2) Evaluate the ability of proposed work to remove one or more barriers.

J. Other Overriding Factors

Identify any other factors affecting the merits and responsiveness of the proposal.

K. Overall Loan and Project Match Requirements

- 1) Evaluate preliminary title search.
- 2) Evaluate project appraisals.
- 3) Evaluate collateral appraisals.
- 3.2 Project management. Assist Commission staff and project proponents in managing selected projects.
- 3.3 Project development. Provide technical support to the Commission staff and project proponents in project development relative to: resource measurement and assessment; valuation of energy resource; interconnection and wheeling; power and thermal energy sales; design, engineering and equipment selection; permitting (any); project planning and analysis; financing; construction; start-up, testing and qualification; performance evaluation and final report; and loan repayments. Conduct RD&D investigations preliminary to mounting full RD&D efforts. Minimum requirements for project development are as follows:
 - A. <u>Resource measurement and assessment</u>. Provide resource data and information at selected sites for solar, wind, geothermal, biomass or other energy resources.
 - B. <u>Valuation of energy resource</u>. Assist in appraising and negotiating for the use of energy resources, including the purchase or lease of rights and access.
 - C. <u>Interconnection and wheeling</u>. Assist in negotiating interconnection and wheeling agreements for the power to be produced by a project.

- D. <u>Power and thermal energy sales</u>. Assist in the negotiation of power and thermal sales agreements, which may include the sale of the useful by-products of power and thermal production.
- E. <u>Design</u>, engineering and equipment selection. Assist in design, engineering, equipment specifications development, and procurement (including RFP preparation).
- F. <u>Permitting</u>. Assist in the timely completion of CEQA analysis and in the formulation of mitigation measures for selected projects. Consult with regulatory agencies to identify and negotiate requirements, provide environmental and permit documentation as required, and facilitate environmental and permitting clearance for a project.
- G. <u>Project planning and analysis</u>. Assist in planning project activities and in the estimation of project capital, operating and maintenance costs. Assist in spreadsheet analysis and in the use of financial incentives.
- H. <u>Financing</u>. Assist in the identification and negotiation of project financing, and in the performance of project due diligence evaluation to obtain financing. Assist in the negotiation of insurance and warranty agreements.
- I. <u>Construction</u>. Assist in the preparation of bid packages, selection of Contract awards, and negotiation of construction contracts. Assist in the management, and supervision of construction activities.
- J. <u>Start-up, testing and qualification</u>. Assist in system activation, testing, troubleshooting, and facility qualification.
- K. <u>Performance evaluation and final report</u>. Assist in instrumenting, collecting data, evaluating and in the preparation of final reports.
- L. <u>Loan repayments</u>. For projects funded using state funding sources, assist in evaluating project performance relative to Contract terms, and assist in negotiating repayment of loan funds.
- 3.4 Project financing. Provide support in preparing project financial analysis and financing packages, including financial due diligence packages, tax and cash flow analyses, financial legal review, and preparing proposals and negotiating requests for public and private project financing. Financial due diligence includes engineering evaluation and risk assessment of the reliability, safety and performance projected for a project; and preparing documentation for the projected costs and gross revenues for the project.
- 3.5 Feasibility studies. In some cases, a project may require an additional feasibility study. A feasibility study is a summary report that provides sufficient information to make

informed decisions about further pursuit of a proposed project. The informational content will be under the direction of the Commission's Contract Manager and may include, but not be limited to, energy resources; energy resource and energy demand compatibility assessment; technology assessment; economic and financial analysis; institutional considerations; and time schedules. Minimum requirements for project feasibility reports are as follows:

- A. <u>Energy Resource</u>. Evaluate the quantity, quality, availability, and cost of a proposed energy resource. If necessary, the contractor team shall be required to collect and record data, or obtain the historical data.
- B. Energy Resource and Energy Demand Compatibility Assessment. Evaluate the compatibility of available energy resources with the proposed project's energy demand, taking into consideration seasonality of the resource, potential users of excess energy near proposed project, etc.
- C. <u>Technology Assessment</u>. Based on existing environmental standards and regulations, the contractor shall:
 - 1) Evaluate, discuss, and recommend to Commission staff the technology best suited to the specified project.
 - 2) Evaluate corresponding equipment requirements and availability, including any for fuel preparation and handling, and utility interface.
 - 3) Prepare a general site layout for the entire energy conversion facility.
 - 4) Evaluate additional site requirements for the proposed project including availability of water, location of required transmission lines, land requirements, and necessary utilities (i.e., gas, phone, electricity, operating, and personnel requirements).
 - 5) Select equipment which can meet environmental (air, water, solid waste, noise) requirements. Provide on-site monitoring equipment as necessary.

D. Economic and Financial Analysis.

- Tables describing estimates of new equipment needs, sizes, itemized capital costs, operating costs, and energy consumption in comparison to existing systems.
- 2) Equity and debt financing options (where available), including direct purchase, sale-leaseback, limited partnership, and municipal bond and bond financing.

- 3) Avoided cost Contract options.
- 4) A life cycle cost analysis for the options that are technically feasible including, when appropriate, energy conservation and load reduction techniques.
- Tables describing year-by-year life-cycle costs which include annual energy costs of the existing conventional system(s), and energy costs associated with new alternative energy system(s), including maintenance, operating, insurance, taxes, tax credits, debt service(s) annual cash flow, net annual cash flow of existing versus alternative system(s), discounted cash flow, etc., for the more viable financing options.
- 6) A comparison to conventional energy approaches, based on cost effectiveness.
- 7) An assessment of the credibility and financial strength of the project proponents.
- 8) An assessment of the technical, legal, and managerial risks of the project.

E. Institutional Considerations.

- 1) Determine if project is in accordance with local (county) general plan and zoning requirements.
- 2) Identify the steps necessary to meet all local, county, and state permitting requirements.
- 3) Identify existing and anticipated environmental quality requirements the project would have to meet, including any requirements for and the availability of environmental trade-offs.
- F. <u>Schedule</u>. Provide a timetable for design, financing, construction, and start-up of the project.
- 3.6 Market entry support. Assist in planning the market entry of energy products or applications. Identify the most likely markets together with pricing, warranty and service policies. Assist in design and use of media and publication materials. Design distribution and service systems.
- 3.7 Purchase of equipment. Purchase or lease equipment and off-the-shelf software for instrumenting, measuring, monitoring, telemetering, data conversion, relay, display, related to field work or project operations, as approved by the Contract Manager to support the evaluation of a site, resource, environmental impact, or equipment test program.

- 3.8 Provide the Commission with an efficient system for receiving and transmitting project and program data and for staff interaction with members of the contractor team on such activities as cash flow analysis, incentives analysis, energy supply mix analysis, and program or project status review and management information. The Prime Contractor is required to obtain three bids on equipment purchases and leases.
- 3.9 Appraisal, removal storage, sale, and salvage of equipment. Provide staff with qualified independent appraisals for the salvage of equipment and restoration of the site previously used in Commission demonstration programs. Restore the site and assist staff in the competitive sale of salvage equipment and its removal and storage.
- 3.10 Administration of cooperative projects. Act as the administrator under the direction of the Commission Contract Manager for cooperative RD&D, resource assessment and commercialization projects sponsored jointly by the Commission and one or more public or private entities. Administer funds (other than Commission funds) held in trust for the project.

Task 4: Technology Transfer

The Prime Contractor and its team shall assist Commission program management and staff in technology transfer. Such assistance may include, but is not necessarily limited to, the following sub-tasks:

- 4.1 Facilitate dissemination of project results. Provide facilitation and support services to develop, market and disseminate information giving the results of project work. Coordination and support tasks include writing descriptive and technical material, producing graphics, and coordinating development with staff, designers and printers.
- 4.2 Prepare informational reports and graphic materials. Assist staff in the design of program presentation materials needed for workshops, press conferences, reports, case studies, and general distribution. Provide editing, graphics, photographic services and printing supervision.
- 4.3 Prepare informational written materials. Assist staff in technical writing needed for a wide range of program presentation materials including reports, brochures, fact sheets, and newsletter articles.
- 4.4 Organize conferences. Arrange and provide logistics and supplies for conferences, workshops, review sessions, and other activities to improve information transfer between industry groups, energy firms, small businesses, local governments, and the Commission.

4.5 Project identification. Assist staff in identification of projects likely to be cost-effective (or otherwise of high value) which require technology transfer assistance during the course of their development.

Deliverables and Due Dates

Monthly Progress Reports

The Prime Contractor shall submit written monthly progress reports to the Commission Contract Manager as required in Task 1. In addition to the following requirements, the content of such reports shall be identified through specific discussions between the Commission's Contract Manager and the contractor. Such reports shall include, as a minimum, a discussion of work activities, a description of project status by Work Authorization, identification of products delivered, expenditures made to date and organized as described in Task 1 and percent of task completion.

Work Authorizations

This is a "work authorization" Contract and no work shall be undertaken unless authorized by the Commission through a specific written document called a work authorization. The Commission Contract Manager will prepare and issue the written work authorizations and may set a maximum price, budget, and schedule for the work to be performed.

- (1) The Commission Contract manager shall assign work to the Prime Contractor with the highest combined weighted technical and cost score for the area of expertise required to complete the work.
- (2) If the required capabilities are not available through the Prime Contractor with the highest combined weighted technical and cost score for the area of expertise required to complete the work because the level or type of specific expertise or services required are not met or will likely not be met by the Prime Contractor or its subcontractors, or within the desired period of time, or that a potential conflict of interest exists, the Commission Contract manager shall offer the work to the next Prime Contractor in line.
- (3) If there is a third Prime Contractor and the required capabilities are not available through the second Prime Contractor because the level or type of specific expertise or services required are not met or will likely not be met by the Prime Contractor or its subcontractors, or within the desired period of time, or that a potential conflict of interest exists, the Contract Manager shall offer the work to the next Prime Contractor in line.
- (4) If the required capabilities are not available at this point because the level or type of specific expertise or services required are not met or will likely not be met by the Prime Contractor or its subcontractors, or within the desired period of time, or that a potential conflict of interest

exists, the Commission Contract Manager may request the first Prime Contractor to solicit for the appropriate capabilities and add those subcontractor capabilities to its team.

(5) If the Prime Contractors score equally in the area of expertise required to complete the work, the Commission's Contract manager will first offer the work to the Prime Contractor with the highest overall combined weighted technical and weighted cost score.

Selection of the Contractor, and the development of a budget will be completed before the Contractor receives approval for the work authorization.

Contracts with Subcontractors

The Contractor team may be augmented to include expertise not part of the original team. In some cases the Commission Contract Manager, at his/her sole discretion, or the Contractor, in consultation with the Contract Manager, may determine that the level of expertise or the services required are beyond that provided by the Contractor or its subcontractors or that a potential conflict of interest exists.

In these cases, the Contractor may replace subcontractors, or redirect work to other subcontractors, or employ additional subcontractors as directed by the Commission Contract Manager. The Commission Contract Manager may specifically designate a new subcontractor by name, or will request that the Contractor identify a suitable subcontractor based upon requirements established by the Commission Contract Manager.

If new Subcontractors are hired or added, the Contractor shall submit proposed Subcontractor contracts to the Commission for review and approval. At the same time, the Contractor shall provide the Commission with updated Disabled Veteran Owned Business Enterprise (DVBE) forms. The Contractor is responsible for the quality of all Subcontractor work and the Commission will assign all work to the Contractor.

Final Report

At the conclusion of the contract, the Contractor shall provide a comprehensive final report as directed in Task 1.15 of the Work Statement, and a brief summary of the report, to the Commission Contract Manager. The report shall be prepared in language easily understood by the public or laypersons with a limited technical background. A draft of the final report must be reviewed and approved by the Commission Contract Manager prior to becoming final. The draft report must be received by the Contract Manager 45—90 days prior to the termination date indicated in the term of the contract. The Contractor shall provide 10 copies of the final report, a reproducible camera-ready master in black ink, and an electronic copy in a format to be determined by the Commission Contract Manager. The Contractor shall meet with the Commission to present the findings, conclusions, and recommendations. The final report must be delivered to the Commission Contract Manager 30 days before the termination date indicated in the term of the contract.

IV. Proposal Format and Required Documents

About This Section

This section contains the detailed technical and mandatory proposal format requirements and the approach for the development and presentation of proposal data. The format is prescribed to enable the State to evaluate each proposal uniformly and fairly. Format instructions must be adhered to, all requirements and questions in the RFP must be responded to, and all requested data must be supplied. Complete the checklist forms and enclose as a separate attachment to your proposal.

How Many Copies Of My Proposal Do I Submit?

Mail or deliver an **original Proposal and 9 copies** to the address given in Section V. The Bidder must submit copies in a sealed envelope labeled Volume 1, Technical and Cost Proposal for Request for Proposal #500-01-501.

What Is The Required Format?

The proposal should be prepared two separate sections: Section 1, Administrative Response and Section 2 Technical and Cost Proposal, signed by an authorized person, submitted in a sealed envelope. The following topics constitute the mandatory order of presentation for a Proposal. *Two-sided copying is mandatory*.

Section 1—Administrative Response

- Cover Letter
- Table of Contents
- Required Forms
 - ✓ Contractor Status Form
 - ✓ Small Business Preference Certification letter (if applicable)
 - ✓ Completed Disabled Veteran Business Enterprise forms
 - ✓ Certification Clauses Package
 - ✓ Customer References

Section 2—Technical and Cost Response Forms

Technical Response Forms

- Forms 1.1 through 1.85: Personnel Qualifications (Primary and Alternate) for each of the 85 Disciplines
- Form 1.86: Prime Contractor Team Qualifications Organization Chart for Contractor Team
- Form 1.87: Prime Contractor Team Qualifications Overall Strength
- Form 1.88: Prime Contractor Team Qualifications Financial Soundness
- Form 1.89: Prime Contractor Team Qualifications Timeliness

- Form 1.90: Prime Contractor Team Qualifications Prime Contractor/Subcontractor Coordination
- Form 1.91: Prime Contractor Team Qualifications Invoicing Procedures
- Form 1.92: Prime Contractor Team Qualifications Management Information System (MIS)
- Form 1.93: Prime Contractor Team Qualifications Quality Control
- Form 1.94: Prime Contractor Team Qualifications Experience Letting Subcontracts
- Form 1.95: Contractor Team Qualifications In-House Computer Software Capabilities
- Form 1.96: Contractor Team Qualifications Availability of Personnel

Appendices to Technical Response

- Appendix 1: Résumés for Expertise to be Demonstrated/One page summary to match to Expertise
- Appendix 2: Additional Information for Prime Contractor Qualifications
- Appendix 3: Financial Statements
- Appendix 4: Sample Invoice
- Appendix 5: Proposed Management Information System (MIS) for contract/subcontract management, budgeting and billing
- Appendix 6: Possible Conflicts of Interest

Proposed Rate Responses

Note that all forms must be submitted and completely filled out for a responsive proposal.

- Form 2A (2A.1-2A.85): Recording of Proposed Personnel Rates for 2001/02, 2002/03 and 2003/04 (Fully Loaded Hourly Rates for All Providers)
- Form 2B: (2B.1-2B.3) Recording of Proposed Prime Contractor Charges
 - 2B.1: Proposed charges for fee on subcontractor billings
 - 2B.2: Proposed rate for Task 1 contract management
 - 2B.3: Proposed charge on Other Direct Costs

Section 1, Administrative Response

Cover Letter

Cover Sheet. Complete the cover sheet by simply filling in information requested. For the Prime Contractor, this includes the organization name, mailing address, telephone number, and location of any California offices not listed as the main address, the name of an authorized person and his or her signature. Also include the names of all Subcontractors in the space provided. Do <u>not</u> provide your own custom cover sheet.

Each Bidder shall submit a cover letter on company letterhead that includes:

- A reference to: "REQUEST FOR PROPOSAL, No.500-01-501";
- Summary of the Bidder's ability to perform the services described in the Work Statement; and,
- Statement that the Bidder is willing to perform those services and enter into a contract with the State.

The cover letter must be signed by a person having the authority to commit the Bidder to a contract. If the Bidder claims a Small Business Preference, a statement to that effect shall also be included in the cover letter.

Table Of Contents

Each Proposal must include a Table of Contents, organized in the order cited above and include corresponding page numbers.

Required Administrative Forms

Every Bidder must complete and include the following forms with their proposal:

- Contractor Status Form, Attachment 1
- Small Business/Disabled Veteran Business Enterprise Application, Attachment 2.1

When claiming a small-business preference, the Bidder may include a copy of the approved certification letter or application for certification. Government Code Section 14835, et seq., requires that a five-percent preference be given to Bidders who qualify as a small business. See Attachment 2.1 for instructions.

- Disabled Veteran Business Enterprise (DVBE) forms in Attachments 2.2-2.4. (Bidders who qualify as government agencies are exempt from this requirement).
- Contractor Certification Clauses, Attachment 3
- Customer References, Attachment 4

Section 2, Technical Response

Required Technical Support Expertise

The areas of technical expertise that the primary and alternate providers must have are as follows:

Project/Contract Management (Prime Contractor)

1. Project/Contract Management: Demonstrated expertise and capability with: (1) The technical, administrative and quality management of energy technology projects with multiple subcontractors; (2) preparation and evaluation of Requests for Qualifications; (3) rapid auditing, processing and payment of subcontractor invoices; (4) timely and accurate preparation of budget forecasts and management information reports; and (5) ready provision of administrative, technical and support personnel.

RD&D Program Planning and Evaluation

- 4.2. Current Energy RD&D and Trends: Demonstrated broad and deep knowledge of (1) contemporary public and private energy research, development, technology transfer and commercialization programs, participants, practices, objectives, and funding; and (2) energy RD&D trends.
- 2.3. RD&D Strategic Planning: Demonstrated expertise with the disciplines of: (1) energy RD&D program management; (2) program planning (including forecasting energy trends, and resource, delivery and end use needs); (3) programmatic and project bench marking and roadmapping; and (4) research targeting and goal setting.
- 3.4. RD&D Program Evaluation: Demonstrated expertise with the disciplines of: (1) energy RD&D program and project evaluation (including application of the stages and gates analysis methodology); and (2) RD&D cost and benefit analysis.
- 4.5. Economic Issues of Energy Analysis: Demonstrated expertise with, and analysis of, the economic issues of energy, including (1) the economic development, subsidy and revenue impacts of various energy development paths, and (2) the theoretical basis, effectiveness and implementation of various types of subsidies, including environmental credits and tax incentives. economic development and tax revenue impacts of various energy development paths.
- 5.6. Technology Characterization: Demonstrated expertise in analysis of: (1) technology potential, forecasting potential markets, market penetration forecasting, commercialization assessments, and learning/experience curve effects; and (2) effects of competition on pricing and market size, barriers to deployment, (3) disruptive technology market penetration and development opportunities; and (4) general statistical analysis.
- 6.7. Public Policy Analysis for RD&D and Technology Transfer: Demonstrated expertise in the analysis of potential public initiatives for implementing RD&D results, as well as for expanded application of existing energy technologies to address California's primary energy issues. (Some examples of potential initiatives are real time electricity pricing, market incentives, green market initiatives, and subsidies.)
- 8. Financial/Risk Analysis and Financing and Loan Programs: Demonstrated expertise with (1) municipal utility financing, venture capital financing, corporate balance sheet analysis for fiscal viability, project financing and cash-flow analysis, risk and reward sharing, and

decision making under uncertainty; (2) financing structures and loan programs that could be utilized by emerging environmental, grid management, energy efficiency, and central and distributed generation technologies (including renewable technologies such as photovoltaics or small wind turbines); (3) financial organizations; and (4) establishing loan and other capital funding programs.

Strategic Subject Area

- 7.9. Evolving Electric Market: Demonstrated expertise in the new emerging California electricity market, including generation, distribution, "green power," and end-use technologies markets, in terms of the impacts of the markets on the electric generation community, consumers and other energy market participants, and the various contributions and economic impacts.
- 8.Financial/Risk Analysis and Financing and Loan Programs: Demonstrated expertise with (1) municipal utility financing, venture capital financing, corporate balance sheet analysis for fiscal viability, project financing and cash flow analysis, risk and reward sharing, and decision making under uncertainty; (2) financing structures and loan programs that could be utilized by emerging environmental, grid management, energy efficiency, and central and distributed generation technologies (including renewable technologies such as photovoltaics or small wind turbines); (3) financial organizations; and (4) establishing loan and other capital funding programs.
- 9.10. Electricity Market Design: Demonstrated expertise in (1) evaluating the impacts of various electricity market designs on near-term and long-term private goods RD&D, public goods RD&D, and the mix of public and private goods RD&D, including; (a) research on how best provide proper incentives to stimulate new supply, price-responsive demand, while minimizing market power and providing customers with reliable, clean and affordable power; (b) alternative public policies which would provide technology push and/or market pull for RD&D in the light of new, emerging electricity market structures; and (c) economic modeling and analysis of issues in both the regulated and unregulated markets.
- 10.11. Strategic Electricity System Research: Demonstrated expertise in identifying "disruptive" technologies that offer potential "orders of magnitude" advances including (1) innovative projects resulting in "revolutionary" (vs. "evolutionary") technological advances; and (2) "enabling" technologies core concepts that create numerous opportunities for the development of components, subsystems, products and services (e.g. software that enables use of DER). Conducting RD&D investigations preliminary to full RD&D efforts. Specific examples are development of cost effective grid interconnection devices for DER, controllers and dispatch systems for DER, system impacts of multiple DER, energy management systems (e.g. EMS, SCADA), technology for curtailable load, DER, and inverters for DER use.
- 11.12. System Integration: Demonstrated expertise with: (1) the economic and technical interdependencies of power generators, T&D systems, ISO's, and customers; and (2) the tools

required to manage the exponential increase in retail transactions since electricity restructuring.

- 12.13. Quantification of Benefits for Distributed Generation, Storage, Renewables and End Use Energy Technologies: Demonstrated expertise in benefit valuation of distributed generation, storage, renewable technologies and energy efficiency, energy management, and demand responsiveness technologies beyond those captured in energy and capacity value. (Classes of benefits include reduction of transmission and distribution system losses, deferral of T&D system upgrades, environmental benefits and externalities, improved power quality and reliability, reduction of demand charges and other customer savings, balance of trade and energy security impacts, risk management, and job creation.)
- 13.14. Transmission/Distribution Technologies and Power Electronics: Demonstrated expertise with: (1) new electric transmission and distribution (T&D) technologies (including high voltage DC transmission technologies) which help improve electric systems capabilities (e.g., FACTS, SCADA, dynamic line ratings, etc), reduce congestion, mitigate harmonics and other power quality effects, and improve the load factors of the electrical T&D systems; (2) transmission and distribution protection systems and hardware, with emphasis on relay protection systems; (3) KVA, KVAR, harmonic and unbalanced power interactions on transmission and distribution systems; (4) solid state power electronics (thyristors, etc.) and their role in electrical generation, transmission, distribution and controls; and (5) familiarity with the issues related to development and deployment of power electronics.
- 14.15. Power Quality Technologies: Demonstrated expertise with state-of-the-art developments in: (1) design standards, guidelines, technologies and techniques to mitigate equipment-generated harmonics and other equipment effects that degrade on-site power quality; (2) technologies to improve the quality of power delivered to a site, such as uninterruptible power supplies, surge suppressors, filters, K-factor transformers, and line reactors; and (3) on-site energy storage technologies.
- 16. Distributed Energy Resources: Demonstrated expertise related to grid interconnection, including familiarity with interconnection hardware, control systems, advanced meters, dispatching, communications, distribution system reliability and power quality impacts, ISO/utility operational procedures, and interconnection standards.
- 15.Power Quality and Reliability Costs: Demonstrated expertise with assessment of the benefits and costs of loss of electrical reliability and power quality.
- 16.17. Electric Metering Technologies: Demonstrated expertise with: (1) the emerging electrical metering technologies; (2) the factors which are shaping the current metering functions at various customer class levels (examples of metering technologies are real-time pricing, time-of-use, and communications technologies affecting metering practices, metering of total, real, reactive, harmonic and unbalanced power and the various methods of calculating these); and (3) the effects of different power types on various customer classes.

18. Demand Responsive Technologies and Systems: Demonstrated expertise with: (1) the technologies that aid customers' ability to respond to varying prices and energy availability, in real time; (2) the integration issues/opportunities using tariffs, meters, on-site energy storage, innovative communication, customer devices that respond automatically; and (3) building fault detection diagnostics and building commissioning strategies.

Building Energy Efficiency Subject Area

- 17.Demand Responsive Technologies and Systems: Demonstrated expertise with: (1) the technologies that aid customers' ability to respond to varying prices and energy availability, in real time; (2) the integration issues/opportunities using tariffs, meters, on site energy storage, innovative communication, customer devices that respond automatically; and (3) building fault detection diagnostics and building commissioning strategies.
- 18.19. Residential Building Envelope Technologies: Demonstrated expertise with: (1) residential building envelope issues, including insulation types and effectiveness, glazing, fenestration types and performance; (2) whole building design concepts; (3) indoor air quality issues; (4) diagnostic tools/strategies currently available; and (5) the engineering of high efficiency systems for entire buildings.
- 19.20. Residential Lighting Technologies: Demonstrated expertise with lighting for productivity, daylighting strategies, residential lighting technologies, including high efficiency lamps and state of the art controls (including sensor and control systems in both new and retrofit applications), and light-managing glazings.
- 20.21. Residential Space Conditioning Technologies: Demonstrated expertise with residential electric, gas and geothermal heat pumps, active and passive solar space conditioning systems, other space conditioning systems, ventilation technologies, thermal distribution systems, and alternative equipment concepts and control systems.
- 21.22. Residential Water Heating Technologies: Demonstrated expertise with residential water heating systems including system types, distribution strategies, and whole system design approaches.
- 22.23. Residential Appliance/Office Efficiency Technologies: Demonstrated expertise with residential refrigerator technologies and energy efficient home office equipment options.
- 23.24. Commercial Building Envelope Technologies: Demonstrated expertise with commercial building envelope issues, including insulation types and effectiveness, glazing, fenestration types and performance, whole building design concepts, indoor air quality issues, diagnostic tools/strategies currently available, and the engineering of high efficiency systems for entire buildings.

- 24.25. Commercial Lighting Technologies: Demonstrated expertise with commercial daylighting strategies, commercial lighting technologies including high efficiency lamps and state of the art controls (including sensor and control systems in both new and retrofit applications), and light-managing glazings.
- 25.26. Commercial Space Conditioning Technologies: Demonstrated expertise with commercial electric, gas and geothermal heat pumps, active and passive solar space conditioning systems, other space conditioning systems, ventilation technologies, thermal distribution systems, and alternative equipment concepts and control systems.
- 26.27. Commercial Water Heating Technologies: Demonstrated expertise with commercial water heating systems, including system types, distribution strategies, and whole system design approaches.
- 27.28. Commercial Refrigeration/Office Efficiency Technologies: Demonstrated expertise with commercial refrigerator technologies and energy efficient office equipment options.
- 28.29. Commercial End-Use Technologies Market Analysis: Demonstrated expertise with the economics of commercial end-use technologies, market potential and barriers to commercialization.

Industrial, Agricultural and Water Subject Area

- 29.30. Industrial Refrigeration: Demonstrated expertise (including sizing and specification) with industrial refrigeration.
- 30.31. Industrial Distillation: Demonstrated expertise (including sizing and specification) with advanced distillation concepts.
- 31.32. Industrial Drying and Food Processing: Demonstrated expertise (including sizing and specification) with advanced (1) drying technologies; and (2) food processing industry processes, including drying, freezing, separation, and heating, etc.
- 32.33. Industrial Process Controls and Sensors: Demonstrated expertise (including sizing and specification) with advanced process controls and sensors.
- 33.34. Industrial Separation Technologies: Demonstrated expertise (including sizing and specification) with advanced membranes and other separation technologies.
- 34.35. Industrial Heat Transfer: Demonstrated expertise (including sizing and specification) with energetic industrial processes and equipment, including: (1) heat exchangers and waste heat recovery; and (2) boilers and boiler retrofits.
- 35.36. Industrial Energy Efficiency: Demonstrated expertise (including sizing and specification) with improving industrial energy efficiency, including: (1) motors and variable speed drives

(understanding of issues that affect motor efficiency); (2) HVAC technologies used in industry; and (3) additives to fluid hydronic systems to reduce energy requirements.

- 36.37. Industrial Chemical Processes: Demonstrated expertise (including sizing and specification) with: (1) petrochemical refinery processes; and (2) chemical industry processes.
- 37.38. Industrial Glass Processes: Demonstrated expertise (including sizing and specification) with energetic industrial processes and equipment utilized in glass processing.
- 38.39. Industrial Metal Casting: Demonstrated expertise (including sizing and specification) with energetic industrial processes and equipment utilized in metal casting furnaces and foundries.
- 39.40. Industrial Semiconductor Facilities: Demonstrated expertise (including sizing and specification) with energetic building technologies that are used in semiconductor facilities, such as clean rooms, water treatment, industrial waste, heating and cooling requirements.
- 40.41. Agricultural End-Use Technologies: Demonstrated expertise with: (1) agricultural energy technologies that reduce costs through energy management practices, efficiency technologies, improved equipment and materials, monitoring and control technologies and product improvements; and (2) strategies that remove or minimize environmental problems associated with agricultural processes.
- 41.42. Water Treatment: Demonstrated expertise with (1) current and emerging potable and waste water treatment technologies including industrial waste water effluents; and (2) current and emerging water treatment practices and new technologies for water conservation and energy efficiency.
- 42.43. Water Management: Demonstrated expertise with: (1) irrigation related water and electricity conservation; and (2) current operational practices and new technologies and procedures that help improve water conservation and energy efficiency.
- 43.44. Solar Industrial Process Heat Technologies: Demonstrated expertise with solar technologies to provide medium and high temperature process heat for commercial, industrial and agricultural applications, including deployment issues and barriers to commercialization.

EPAG Subject Area

44.45. Coal Technologies: Demonstrated expertise with: (1) processing and cleaning Western Coal; (2) coal transportation systems and transportation costs; (3) coal feeding; (4) coal combustion and gasification technologies; (5) co-firing wood and biomass; (6) fluidized bed

- combustion; (7) coal gasification; (8) atmospheric emissions and emissions control technologies, including carbon dioxide sequestering, for electricity generation and industrial applications.
- 45.46. Oil and Gas Combustion Efficiency: Demonstrated expertise with improving oil and gas combustion efficiency in (1) simple and combined cycles; (2) advanced combustion turbine cycles; (3) microturbines; (4) small turbines; (5) reciprocating engines; and (6) recuperators.
- 46.47. Oil and Gas Emissions Abatement: Demonstrated expertise with emissions abatement technologies and procedures with: (1) simple and combined cycles; (2) advanced combustion turbine cycles; (3) microturbines; (4) small turbines; and (5) reciprocating engines.
- 47.48. Fuel Cell Technologies: Demonstrated expertise with: (1) fuel cell technologies and systems, including: (a) phosphoric acid; (b) molten carbonate; (c) solid oxide; and (d) proton exchange membrane fuel cell technologies; and (2) associated development issues, including (a) alternative materials and processing techniques for cell stack components; (b) efficiency improvement; (c) fuel processing and fuel flexibility; (d) balance of system design and integration; (e) thermal management, waste heat recovery and combined heat and power; (f) system control and dispatch; (g) power conditioner units; and (h) manufacturing cost reduction.
- 48.49. Hybrid Generating Technologies: Demonstrated expertise with: (1) the use of turbines integrated with renewable energy technologies, fuel cells or other combinations resulting in a hybrid generating facility; and (2) associated issues of system integration and control, efficiency improvements, cost reduction potential, and market potential.
- 49.50. Cogeneration/Combined Heat and Power Technologies and Applications: Demonstrated expertise in: (1) topping and bottoming cycles; (2) combustion turbines; (3) steam turbines; (4) packaged systems fueled by natural gas, distillate and renewable fuels; and (6) power-to-heat ratios for various end-user applications and by SIC Code.

Renewables Subject Area

- 50.51. Geothermal Electric Generation: Demonstrated expertise with (1) direct use applications; (2) vapor-and liquid-dominated electric generation technologies, including wellhead units; (3) distributed generation geothermal technologies (e.g., less than 20 MW in capacity); (4) alternative thermodynamic cycles; (5) efficiency improvements; (6) well design; (7) applications; and (8) pollution abatement.
- 51.52. Geothermal Heat Pump Technologies: Demonstrated expertise with geothermal heat pump (GHP) technology, including heat exchangers.
- 52.53. Geothermal Resources. Demonstrated expertise with: (1) resource assessment and exploration; (2) production and injection wells; (3) reservoir engineering and modeling; and

- (4) experience with hot water and steam reservoirs, magma systems, geo-pressured systems and hot dry rock.
- 53.54. Biomass Electric Generation: Demonstrated expertise with: (1) biomass harvesting, collection, processing, feeding and combustion, especially for high moisture and high ash/or high alkali fuels; (2) biomass combustion, gasification, pyrolysis, fermentation (biomass-to-ethanol), and anaerobic digestion (i.e., specifically including landfill gas to energy, wastewater treatment gas to electricity and livestock manure gas to electricity technologies); and (3) advanced biomass energy conversion techniques; (4) biomass electricity distributed generation technologies.
- 54.55. Biomass Value-Added Products: Demonstrated expertise with: (1) biomass electric generation; (2) co-production of value-added products; and (3) project economics (specifically their costs, performance characteristics and environmental aspects).
- 55.56. Municipal Solid Waste Technologies: Demonstrated expertise with: (1) MSW separation and processing, pollution abatement, recycling and MSW utilization economics; and (2) MSW energy conversion technologies (combustion, gasification, pyrolysis, fermentation, anaerobic digestion and/or landfill gas recovery).
- 56.57. Municipal Solid Waste Value-Added Products: Demonstrated expertise with: MSW coproduction of value-added products (specifically their costs, performance characteristics and environmental aspects).
- 57.58. Wind Technologies: Demonstrated expertise with: (1) existing and developing wind technology costs, performance, environmental aspects and interconnection issues; (2) techniques to improve performance and reliability and to reduce maintenance requirements; and (3) small wind systems (less than 40 kW) and large-scale wind systems, resource assessment and verification and the current issues affecting the wind technology development and deployment in California.
- 58.59. Solar Thermal Electric Technologies: Demonstrated expertise with: (1) solar thermal electric technologies (e.g., parabolic trough and dish/Stirling, central receiver systems, modular solar thermal electric technologies suitable for distributed generation applications, etc.); (2) cost and technical barriers, including development, performance and efficiency improvements, (such as heliostat and concentrator cost reduction technologies, working fluid performance and heat transfer characteristics, and heat engines); and (3) current costs, projected costs and commercialization plans and strategies.
- 59.60. Photovoltaic Technologies: Demonstrated expertise with: (1) photovoltaic (PV) cell technologies, including crystalline, amorphous, thin film and multi-junction devices; (2) cell and module qualification and field performance testing; (3) PV balance of systems components, including tracking systems, support structures, storage options and inverters; (4)

issues relating to concentrating systems, systems integration, and system performance; (5) PV cell and module fabrication processes and barriers;

- 60.61. Photovoltaic Market Analysis: Demonstrated expertise with: (1) PV economics, market potential and barriers to commercialization; and (2) integration of PV in California's electrical systems (net metering, interconnection, standards, economics, etc.).
- 61.62. Low Impact Hydroelectric: Demonstrated expertise with: (1) existing and new advanced low impact hydroelectric technologies (e.g., impoundments, irrigation canals and run of river applications) suitable for use in California, including capital and operating costs; (2) FERC licensing issues, environmental impacts and likely mitigation measures; and (3) methods for improving performance or reducing operating costs, and resource assessment capabilities. Expertise should cover small hydro (i.e., < 30 MW), mini hydro (i.e., < 1 MW), micro hydro (< 100 kW), and pumped storage systems.
- 62.63. Ocean Energy: Demonstrated expertise with: (1) ocean energy technologies, including wave energy, tidal and ocean thermal systems. Expertise should include existing and developing technologies, their costs and performance, technology developers and manufacturers, environmental permitting issues (specific to California); (2) resource characteristics and availability, resource assessment capabilities (specific to California); and (3) technical, economic and environmental barriers.
- 63.64. Nuclear Fission Cycles: Demonstrated expertise (over the range from fuel extraction to decommissioning, waste disposal and waste isolation) of the nuclear fission fuel cycle.
- 64.65. Nuclear Fusion Cycles: Demonstrated expertise (over the range from fuel extraction to decommissioning, waste disposal and waste isolation) of the nuclear fusion fuel cycle.
- 65.66. Alternative Fuels and Conventional Fuels from Non-Conventional Sources: Demonstrated expertise with: (1) the extraction, processing and production of alternative fuels such as hydrogen, methanol, and ethanol; and (2) the extraction of fuels from non-conventional sources, such as natural gas from coal seams and hydrates.
- 66.67. Compressed Air Energy Storage: Demonstrated expertise with compressed air energy storage (and the associated reservoir requirements), including utility systems integration issues, duty cycles, economics, applications and secondary markets/applications.
- 67.68. Pumped Hydro Energy Storage: Demonstrated expertise with pumped hydroelectric storage technologies (and the associated reservoir requirements), including utility systems integration issues, duty cycles, economics, applications and secondary markets/applications.
- 68.69. Flywheel Energy Storage: Demonstrated expertise with flywheel energy storage technologies, including utility systems integration issues, duty cycles, economics, applications and secondary markets/applications.

- 69.70. Ultra-Capacitor and SMES Energy Storage: Demonstrated expertise with ultra-capacitor and SMES energy storage technologies, including utility systems integration issues, duty cycles, economics, applications and secondary markets/applications.
- 70.71. Battery and Alternative Battery Energy Storage: Demonstrated expertise with: (1) battery energy storage technologies, including utility systems integration issues, duty cycles, economics, applications and secondary markets/applications; and (2) alternative battery technologies.
- 71.72. Thermal Energy Storage: Demonstrated expertise with thermal energy storage technologies, including utility systems integration issues, duty cycles, economics, applications and secondary markets/applications.

Environmental Subject Area

- 72.73. Energy-Related Environmental Research: Demonstrated expertise with (1) how energy production, delivery and use affect various aspects of the environment, such as: (a) the quality of air, (b) the quality and availability of water resources, (c) the populations and habitat of aquatic and terrestrial wildlife and plants; (d) aesthetic response to the viewer; (e) the occurrence of hazardous materials and toxic wastes; (f) cultural resources; and (g) recreational resources; (2) the cost impacts of the environmental effects in California; and (3) how new energy applications and products can solve environmental issues.
- 73.74. Pollution Abatement/Regulations: Demonstrated expertise with (1) control technologies for criteria and non-criteria pollutants for power plants, back-up systems, and cogeneration systems, including the impacts of pollution control equipment on power plant life cycle cost, reliability, and downtime; (2) regulatory and legislative trends, including PUCHA, PURPA, FERC actions, EPA and State of California regulations governing air and water pollution and solid waste management; and (3) assessment of the impacts of regulations on generating system choice, fuel choice and fuel switching.
- 74.75. Environmental Statistical Analysis: Demonstrated expertise with: (1) collecting, evaluating and interpreting biological and earth science data; and (2) graphical presentation of statistical data and report preparation.
- 75.76. Water Quality: Demonstrated expertise with: (1) collecting, evaluating and interpreting organic and inorganic water quality information; and (2) analysis of water quality contamination fate and transport, and report preparation.
- 76.77. Surface Water Quality and Watershed Modeling: Demonstrated expertise with: (1) modeling the transport and fate of water quality constituents; and (2) modeling watershed processes based on familiarity with the different models available.

- 77.78. Industrial Emission and Waste Treatment: Demonstrated expertise with: (1) evaluating industrial processes for the treatment of air, water and solid waste; and (2) evaluating treatment processes for the remediation of air, soil and water contamination.
- 78.79. Environmental Toxicology: Demonstrated expertise with evaluation of the transport and fate of environmental contaminants, and the resulting effects on biological organisms.
- 79.80. Air Quality Issues: Demonstrated expertise with: (1) air quality regulatory issues as they relate to power generation, including short-range and long-range dispersion of pollutants, atmospheric chemistry, and characterization of emission profiles for point and area sources; and (2) air quality research initiatives in California.
- 80.81. Global Climate Change: Demonstrated expertise with: (1) the different issues surrounding the global climate change debate research area; (2) economic modeling; (3) greenhouse gas (GHG) emission inventories; (4) options needed to reduce GHG emissions; and (5) potential ecological impacts due to global climate change.

Technology Transfer

- **81.82.** Technical Writing: Demonstrated expertise in applications of technical writing, such as the preparation of technical reports and technology transfer, for audiences with varying levels of knowledge and sophistication.
- 82.83. Technology Transfer Graphics/Design/Printing: Demonstrated expertise with: (1) use of the newest technologies for preparing multimedia presentations and for publishing brochures and reports; and (2) possession of the required hardware and software.
- 83.84. Information Management Systems (IMS): Demonstrated expertise with: (1) applications of business process re-design (BPR); (2) database planning and design; (3) IMS project management; and (4) IMS implementation.
- 84.85. PIER Web Site: Demonstrated experience in technical support of the design and maintenance of a large and complex Commission web site, including (1) a user-friendly framework for organizing and making accessible a variety of material (data, graphics, photos, data base, and other information); (2) layout and design for the content; and (3) organizing, classifying and synthesizing the content material for the web site. Demonstrated expertise with: (1) laying out the architecture and preliminary design for a large and complex Web Site, including development of the user friendly framework for organizing and making accessible many different kinds of material (data, graphics, photos, and information); (2) development of the layout and design for the content material; (3) organizing, classifying and synthesizing the content material for the Web Site; (4) providing and mounting the full Web Site; and (5) providing technical support for its maintenance.

The area of management and administrative expertise that the Prime Contractor must have is as follows:

Project/Contract Management: Demonstrated expertise and capability with: (1) The technical, administrative and quality management of energy technology projects with multiple subcontractors; (2) preparation and evaluation of Requests for Qualifications; (3) rapid auditing, processing and payment of subcontractor invoices; (4) timely and accurate preparation of budget forecasts and management information reports; and (5) ready provision of administrative, technical and support personnel.

Forms 1.1 through 1.85 (Primary and Alternate Providers): Personnel Qualifications. Complete each of the forms designed to provide key information for a primary provider and alternate provider for each of the 85 areas of required expertise. There are separate forms for the primary and alternate providers on each Forms 1 page. Any deviation from this list during the course of the contract must first be submitted for Commission Contract Manager approval. The Commission reserves the right to approve professional, technical and key staff working on the contract and to have substitutions made for those staff not approved. Note that each provider will be scored separately on how well that person can provide the desired skills and knowledge. The relative importance of each provider assigned to a technology and discipline is the same as the weighting factors for each technology and discipline shown under Column C in the Commission Evaluator Score, Exhibit A. Again, Exhibit A is only to be used by the Commission evaluator. Personnel qualifications and roles played in specific projects will also be checked as part of the spot reference checks being used to verify experience noted on the Forms. Each of the parameters noted on the forms should be filled out as follows:

- 1. <u>Primary or Alternate Provider</u>: List the person designated to provide services for the relevant technology or discipline.
- 2. <u>Years professional practice within required expertise</u>: List the total number of years of experience that the provider noted has in a professional capacity related to the technology or discipline noted on the specific form. Do not list the total number of years of experience including non-related work.
- 3. Company Affiliation: List the prime contractor or subcontractor employing the provider noted.
- 4. <u>Years with Company</u>: List the total number of years of experience that the provider noted has with the company listed.
- 5. Office location: List the location of the provider.
- 6. Major Degrees/University: List academic degrees and universities or colleges where received.
- 7. Relevant current licenses: List relevant current professional licenses held by the provider.
- 8. Hours/Week Availability: List the number of hours per week that the Commission can expect the provider noted to be available, in terms of "low," "average," and "high." "Low" is defined as 8 to 12 hours per week, inclusive; "average" is defined as 13 to 19 hours per week, inclusive; and "high" is defined as 20 or more hours per week. In addition to the scoring of Form 1, the Commission will use the availability hours listed as a basis for reviewing the performance of the Contractor during the course of the contract.

- 9. <u>List up to four projects from "Experience List" provider has worked on:</u> List projects or other experience that each specific provider has worked on. These projects will be used to judge relevant experience for the technology or discipline noted on each Form 1 sheet. After each project, note whether the provider served a lead, major or minor role. This will assist the Commission reviewer in properly weighing the value of the experience noted.
- 10. Identify lead major/minor role: Identify the role taken in the project.
- 11. Date: List the date when the project was completed.
- 12. <u>List up to four technical documents authored or co-authored</u>: This space should be used to list the provider's most relevant technical documents relative to the technology or discipline noted on the Form 1 sheet. Also note whether the provider was the principal author or a co-author. In some cases, it may be appropriate to list one technical document on more than one form.
- 13. Document identifier: List a document number or other identifier for the document.
- 14. <u>Authored/Co-authored</u>: List whether the provider was the author or co-author of the document.
- 15. <u>Date</u>: List the date when the document was published or printed (electronically or otherwise).
- 16. Other special knowledge and/or qualifications: This space should be used to list any other special expertise or credentials of a provider relevant to the technology or discipline noted on the Form 1 sheet. This may include unique technical training or certifications.

It is recognized that Forms 1.1-1.85 provide limited opportunity to address qualifications for the expertise to be demonstrated. Therefore, resumes must be provided in Appendix 1, numbered to correspond to the Forms 1.1-1.85. <u>In addition, a one page summary sheet must be included ahead of the resume to demonstrate specifically how the provider is qualified to meet the expertise requirements.</u>

Forms 1.86-1.96: Prime Contractor/Contractor Team Qualifications. Complete each of the separate Form 1.86-1.96 sheets that call for responses relative to critical qualifications required for either the prime contractor or contractor team. These forms have been designed with a single page format to allow Commission reviewers to focus on and evaluate key information. However, it is recognized that the page allotted for each form may be inadequate to provide fully detailed answers in all cases. Appendix 2 is provided as a means of submitting additional information and will be used to determine final scores for each Form where appropriate. However, Commission evaluators will focus most of their attention on the one-page form sheets.

All Bidders are encouraged to highlight the key points that provide a <u>complete</u> response on each of the Forms 1.86-1.96 sheets and to relate responses to the Work Statement, Task 1. In particular, a series of bullets may be a good method for featuring key information on the one-page sheets. Where additional information is provided in Appendix 2, provide references to this attachment on each appropriate Form sheets. The relative importance of each Form 1.82-1.96

sheet is indicated by the weighting factor shown on Exhibit A. Again, the score line is <u>only</u> to be used by the Commission.

Form 1.86: Prime Contractor Qualifications - Organization Chart.

Provide an organization chart on this form showing the Prime Contractor and the members of the contractor team. Identify the primary persons responsible for the interface between the Prime Contractor and the Commission, and between each proposed subcontractor and the Prime Contractor. The person employed by the Prime Contractor with prime responsibility for the contract is called the Contract Manager in this RFP. This chart will be used to verify the contractor team is efficiently structured with well-defined chains of command.

Form 1.87: Prime Contractor Qualifications - Overall Strength

Demonstrate the overall strength of the Prime Contractor to manage this contract. This discussion shall highlight past experience as well as effective practices planned to implement the diverse nature of this contract.

Form 1.88: Prime Contractor Qualifications - Financial Soundness

Demonstrate the financial soundness of the Prime Contractor indicating key financial factors, its ability to function as proposed for the duration of the contract, and the capability to make advanced payments to the subcontractors before Commission processing of the Prime Contractor's invoice. The most recent annual income statements and balance sheets provided in Appendix 3 will also be used for scoring this form. Describe how the Prime Contractor with a minimum of delay will pay subcontractor invoices after approval by the Commission. However, the average annual gross receipts for any three of the most recent four full tax years of the firm must exceed \$3,000,000.

Form 1.89: Prime Contractor Qualifications - Timeliness

Demonstrate the ability to support contract requirements in a timely manner. This includes showing how the Prime Contractor will ensure efficient and timely completion of work tasks. All work-related costs and delays to be incurred by company offices outside of California must be identified. If more than one California office will be involved in any aspect of this contract, those office and staff resources must be identified. If work is to be performed by offices outside of California, explain its impact on administrative and total project cost and timeliness.

Unless it is clearly demonstrated to have no adverse effect on the cost to the State in terms of efficiency or additional expense, work incurred outside of California will result in a lower score for this category. Also describe the Prime Contractor's experience in developing cost effective methods for handling contract management and subcontractor assignments (i.e., how the task assignment and follow-up processes can be streamlined to allow for more efficient and expeditious handling of all work undertaken through this contract).

Form 1.90: Prime Contractor Qualifications - Prime Contractor/Subcontractor Coordination

Show the arrangements that have been made to allow contract terms to be negotiated between the Prime Contractor and subcontractors within one month after Commission approval of the Contract.

Form 1.91: Prime Contractor Qualifications - Invoicing Procedures

Demonstrate proposed invoicing procedures and how they meet the requirements of the Work Statement Tasks 1.9 through 1.12. Include a description of how subcontractor invoices can be paid by the Prime Contractor with a minimum of delay after approval by the Commission Contract Manager. The sample invoice from Appendix 4 will also be used to score this form.

Form 1.92: Prime Contractor Qualifications - Management Information System (MIS)

Show how your proposed MIS meets the requirements of the Work Statement Task 1.13. In particular, demonstrate how it can be used by the Commission Contract Manager and project managers to ascertain the fiscal status of each Work Authorization, contract budget category (PIER and GRDA funding), contract task number (Tasks 1 through 4), and subcontractor invoice. Also describe how you will use the MIS to keep the Commission Contract Manager upto-date on tasks. Include any methods you will use to ensure that no overrun charges will be allowed to accumulate by the Prime Contractor or any subcontractor before being brought to the attention of the Commission's Contract Manager. The sample MIS from Appendix 5 will also be used to score this form.

Form 1.93: Prime Contractor Qualifications - Quality Control

Show how you would resolve subcontractor timeliness and quality control problems. As an example, explain how you would resolve problems where the subcontractor:

- a) is excessively overdue performing work and has not contacted you or the Commission;
- b) disagrees with findings on substantive technical errors noted by Commission staff and refuses to modify the work without additional compensation;
- c) resubmits work that is not responsive to Commission comments; and
- d) submits an invoice showing a substantial overrun on an authorized Work Authorization (note that the terms of the Work Authorizations used by the Commission's Contract Manager to authorize contract team work give the Contract Manager only limited discretionary authority to settle unauthorized charges).

Form 1.94: Prime Contractor Team Qualifications - Experience Letting Subcontracts

Demonstrate previous experience letting subcontracts of a form similar to those required in this contract. In particular, discuss your company's Request for Proposal (RFP) and Request for

Qualifications (RFQ) processes and timeframes. Provide a description of how new subcontractors who are not members of the original contractor team will be solicited for specialized technical assistance. Describe how you can issue and produce responses to simple RFPs and RFQs in 10 calendar days. Give examples of subcontracts you have previously let which are of a form similar to those required for the work in this contract.

Form 1.95: Contractor Team Qualifications In-house Computer Software Capabilities

Discuss in-house capabilities for spreadsheet analyses, data base analyses, and word processing. Note that minimum software requirements are MS Excel for spreadsheet work, MS Access for data base work, MS Word 97 for word processing, and MS Power Point. In-house Macintosh capabilities would also be of interest for desktop publishing.

Form 1.96: Contractor Team Qualifications Availability of Personnel

Show how the availability of personnel identified on the personnel qualification forms for the Prime Contractor and subcontractors will be assured. The personnel listed in this proposal have a substantial impact on the total score. Therefore, this response is critical to establishing access to the expertise cited.

Appendices to Proposal

Appendices 1 and 3 through 6 are mandatory submission items that must be provided for a complete RFP response. Appendix 2 is voluntary, allowing a Bidder to provide additional information if desired. Résumés shall be submitted for those personnel named on Forms 1.1-1.85. Note that no Appendices will be scored directly, but will be scored indirectly as additional information considered for the relevant Forms 1.1-1.96. See specific references to these appendices in the descriptions above.

Appendix 1: Résumés for Expertise to be Demonstrated. Although the primary information of concern for each provider in the contractor team must be listed on Forms 1.1-1.85, résumés should be included in this appendix for additional detail. Note that the resumes <u>must</u> be fully referenced back to the appropriate Forms 1 numbering. Include a one-page summary before each resume demonstrating that the provider has the required expertise. Since any additional information provided here will be considered in the scoring of the relevant Forms 1.1-1.85, this Appendix will not be scored.

Appendix 2: Additional Information for Prime Contractor Qualifications. Additional detail, limited to three pages, may be provided for one or more Forms 1.86-1.96 where the single page was not adequate for a sufficient response. However, care should be taken to provide the most critical points relative to a complete response directly on the Forms 1.86-1.96 because these points will be the primary basis for scoring each. Note that the additional information provided must be fully referenced back to the appropriate Forms 1.86-1.96. Since any additional

information provided here will be considered in the scoring of the relevant Forms 1.86-1.96, this Appendix will not be scored.

Appendix 3: Financial Statements. Provide backup to the information provided on Form 1.88 (Financial Soundness) by including a condensed current annual income statement and a balance sheet for the Prime Contractor. Provide a written explanation of any unusual circumstances which affect the financial statement. Since any additional information provided here will be considered in the scoring of the relevant Forms 1.88, this Appendix will not be scored. However, the average annual gross receipts for any three of the most recent four full tax years of the firm must exceed \$3,000,000.

Appendix 4: Sample Invoice. Provide backup to the information provided on Form 1.91 (Invoicing Procedures) by including an example of a sample invoice from your firm to a funding agency for services performed on their behalf by you and your subcontractor. (The Commission's invoicing practices will be established after the contract is let. The Commission Contract Manager has specific needs for accounting purposes and the Prime Contractor will be informed of the invoice format and requirements.) Since any additional information provided here will be considered in the scoring of the relevant Forms 1.91, this Appendix will not be scored.

Appendix 5: Proposed Management Information System (MIS). Provide backup to the information provided on Form 1.92 (Management Information System) by including a mockup of an MIS printout for the use of the Commission Contract Manager and project managers for ascertaining the fiscal status of each Work Authorization, contract budget category (PIER, GRDA, etc. funding), contract task number (Tasks 1 through 4), and subcontractor invoice. Since any additional information provided here will be considered in the scoring of the relevant Forms 1.92, this Appendix will not be scored. Specifically, the MIS shall include:

- 1. Progress reports on Prime Contractor and subcontractor activities identified by contract management, project management, and technical assistance task work or otherwise, as directed by the Commission's Contract Manager.
- 2. Cost/budget overview and cost/budget projections.
- 3. Summary list of approved projects by subcontractor, funds authorized, invoices submitted, invoices approved by the Commission, fiscal status and percentage of task completion.
- 4. Explanations of adjustments, corrections and extraordinary charges shown in the present or previous invoices and MIS reports.

Appendix 6: Possible Conflicts of Interest. Although a proposed prime contractor or subcontractor will not be automatically disqualified by reason of work relating to the PIER Program, or for financial interests in the firms who may be affected by action of the Commission, the Commission reserves the right to consider the nature, extent, and recency of such work. By reason of the foregoing, the Commission reserves the right to reject any or all proposals or proposed subcontractors that present a true or apparent conflict of interest which could significantly reduce the availability of the contract team in providing technical support to

the PIER Program. In this Appendix, discuss options you have or could provide for mitigating true or apparent conflicts of interest. Appendix 6 is not scored.

The proposal must include a listing of your clients which may have any financial interests in the appliance, utility, or oil and gas industry, or which have any regulatory involvement with the Commission, if during the past year more than fifteen percent (15%) of your gross receipts for fees and reimbursements came from all the contracts you had with such firms. If so, state separately the percentage of gross receipts and reimbursements for the proposed prime contractor and any subcontractors which came from such firms during the past year.

Please also note the following:

- 1. A prior Commission employee may not contract with the Commission for at least one-year.
- 2. A prior State employee cannot contract with the State:
 - for one year, if the employee was in a policy-making position in the same general subject area; or,
 - for two years, if that employee was engaged in the negotiations, transactions, planning, arrangements or decision-making process relevant to the contract.
- 3. A current State civil service employee cannot contract with the Commission.

Section 3–Cost Response

In this section on proposed charges, provide the requested cost information for each entry as instructed on each form. The State fiscal year runs from July 1 through June 30 of the following year, and the salary rates, expenses, and other charges you enter become a part of the final contract and will not be changed during the entire term of the contract.

Enter on Form 2A the proposed total loaded hourly rates for the primary and alternate providers for each of the expertise proposed on Forms 1.1-1.85. These rates are entered for each of the fiscal years 2001/02, 2002/03 and 2003/04. Form 2A is used to verify invoiced salary charges during the course of the contract. Column D of Form 2A will average the three proposed rates in preparation for scoring on Exhibit A.

Form 2B is used to record certain prime contractor defined costs. Enter on Form 2B the following proposed rates:

• Line 2B.1: Record the Prime Contractor's fee (if any) proposed for processing subcontractor invoices. The same fee will apply to both the proposed subcontractors and subcontractors which may be added to the contractor team during the course of the contract period. Any rate may be entered in Column E from 0 to 10 for the proposed percent rate. A rate higher than 10 percent will result in a zero cost score, will not be accepted by the Commission, and may result in rejection of the proposal.

• Line 2B.2: Proposed Task 1 rate for contract management. Any rate may be entered in Column E from 0 to 12 for the proposed percent rate. A rate higher than 12 percent will be given a zero cost score, will not be accepted by the Commission, and may result in rejection of the proposal.

Line 2B.3: Proposed charge on "Other Direct Costs". "Other Direct Costs" are prime contractor expenses other than direct labor and subcontracts, which can be readily identified with a specific Commission work authorization. Such costs are to be authorized by the work authorization under "Other Direct Costs" and are limited to:

- Vehicle rentals and related expenses other than for travel
- Equipment rentals
- Engineering supplies
- Extraordinary telephone calls
- Postage
- Freight or messenger services
- Reproduction and graphic services
- Employee travel
- Conference expenses
- Publications and seminars.

A rate higher than 21 percent on Other Direct Costs will be given a zero cost score, will not be accepted by the Commission, and may result in rejection of the proposal. If the organization where the contract management and in-house expertise is located has a federally approved rate for Other Direct Costs, and this rate is less than 21 percent, then the bidder must enter the lower, federally approved rate on Line 2B.3. Proof of such federally approved rate must be included with the proposal.

Equipment

Describe what currently owned or -leased computers, printers, copiers, facsimile machines, modems, or other types of equipment will be used to accomplish the tasks listed in the Work Statement. Discuss the availability of this equipment for use by the providers assigned to this contract.

Please list all currently owned computer software programs by name and edition (e.g., Microsoft Office Suite, Word, Access, and Excel 5.0) which may be used to accomplish the tasks listed in the Work Statement.

Contract Payments

Contractor Prepayment Charges of Subcontractor Invoices. The Commission intends to minimize the time for subcontractor payment by having the Prime Contractor pay subcontractors

once invoices are approved by the Commission Contract Manager and prior to receiving payment from the Commission. The Prime Contractor <u>must</u> pay subcontractors either 90 percent (10 percent retention) or 100 percent of the invoiced amount, as directed by the Commission Contract Manager within fifteen (15) calendar days of receiving Commission approval of subcontractor invoices. The Commission Contract Manager will authorize the release of the 10 percent retention to a subcontractor and prime contractor upon satisfactory completion of the Work Authorization for tasks that are separate and distinct. However, the Commission is required to withhold 10 percent from all the Prime Contractors' invoices for contract management until the end of the contract.

Payment for this contract will be made upon satisfactory completion and submission of a deliverable. In computing the amount of any payment, the Commission Contract Manager shall determine, after receiving an undisputed invoice, what the Contractor has earned during the period for which payment is being made, based on deliverables received and/or satisfactory services rendered. In consideration for the contract work, the Commission may make monthly payments but only on the following conditions:

- A. No payment in advance of services rendered, and not more frequently than one payment a month.
- B. Receipt of deliverable and a progress report.
- C. Approval of the deliverable or progress report by the Commission Contract Manager.

In computing the amount of any payment, the Commission's Contract Manager shall determine what the Prime Contractor and subcontractor(s) have earned during the period for which payment is being made, based on deliverables received and/or satisfactory services rendered. The Commission shall retain out of the Prime Contractor's earnings an amount equal to ten percent (10%), pending satisfactory completion of the contract fiscal year work, i.e., the Yearly Contract Report has been submitted by the Prime Contractor and approved by the Commission Contract Manager. The Commission shall retain out of any subcontractor's earnings an amount equal to ten percent (10%), pending satisfactory completion of the work authorized by Work Authorization, as determined by the Commission Contract Manager and project manager. Only completed and approved work authorizations are eligible to receive the ten percent retention.

V. Administration

What Is An RFP?

The competitive method used for this procurement of services is a Request for Proposal (RFP). A Proposal submitted in response to this RFP will be scored and ranked based on the criteria in Exhibit A. Every Technical Proposal must establish in writing the Bidder's ability to perform the RFP tasks listed in the Work Statement. The Commission will contract with the Bidder who satisfies the administrative requirements, technical criteria and who provides the lowest cost bid or lowest loaded hourly rate.

How Are Key Words Defined?

Important definitions for this RFP are presented below:

Word/Term	Definition			
State	State of California			
DGS	Department of General Services			
Commission	California Energy Commission			
RFP	Request for Proposal, this entire document			
Proposal	Formal written response to this document from contractor			
Bidder	Respondent to this RFP			

Contractor Definition

The Prime Contractor is defined as a firm which receives the contract from the Commission as a result of this RFP. The firm has primary administrative, technical and legal responsibility for all of the work within the Work Statement, is expert in all of the management and administration areas, may be an expert in one or more of the technology areas, and manages the work of the entire contractor team. A single, full-service company, and not a team of representatives from different companies, must bid as the Prime Contractor.

Subcontractor Definition

A subcontractor is defined as a firm or individual expert or consultant with technical expertise to supplement the Contractor's expertise. The Prime Contractor in conjunction with the subcontractor team is referred to as the contractor team. The Commission reserves the right to use some or all of the subcontractors belonging to the contractor team, and to remove, approve and/or designate additional subcontractors during the contract term.

What Is The Deadline For Submitting Proposals?

All copies of your proposal must be delivered to the Commission Contract Office by August 10, 2001 August 17, 2001, 5:00 p.m.

NOTE

In accordance with Public Contract Code 10344, the Commission will <u>not</u> accept late Proposals (delivered after 5:00 p.m.). There are no exceptions to this law.

How Do I Deliver My Proposal?

A Bidder may deliver a Proposal by:

- U. S. Mail;
- In person; or
- Messenger service.

All Proposals must be **delivered** to the Commission's Contracts Office by 5:00 p.m. on August 10, 2001 August 17, 2001. If a Bidder chooses either of the last two methods, delivery of all copies prior to 5:00 p.m. on August 10, 2001 August 17, 2001, must be made during normal business hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. E-mail or facsimile (FAX) transmissions **WILL NOT** be accepted in whole or in part under any circumstances.

Where Do I Deliver My Proposal?

California Energy Commission 1516 Ninth Street, 1st Floor Contracts Office, MS-18 Sacramento, California 95814

How Many Copies Do I Submit?

Mail or deliver an **original Proposal and nine (9) copies** to the address given above. Bidders must submit the original and copies in a sealed envelope labeled Technical and Cost Proposal for Request for Proposal #500-01-501.

Are There Important Administrative Details I Should Know?

Bidders' Cost

The Bidder is responsible for the cost of developing a proposal, and this cost cannot be charged to the State.

Drug-Free Workplace

The successful Bidder(s), by signing the final contract, certifies compliance with California Government Code Section 8350 et seq., which relates to providing a drug-free workplace.

Americans With Disabilities Act

The successful Bidder(s), by signing the final contract, certifies compliance with the Americans with Disabilities Act (ADA) of 1990, (42 U.S.C. 12101 et seq.) which prohibits discrimination

on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA.

Recycled Paper and Products

The successful Bidder(s) shall certify in writing the minimum, if not exact, percentage of recycled content of paper used in the performance of the contract, regardless of whether the product meets the required recycled product percentage defined in Section 12161 and 12200. The successful Bidder(s) may certify that the product contains zero recycled content. (PCC § 10308.5).

Disabled Veteran Enterprises

This contract is subject to a participation goal of three percent (3%) for certified California Disabled Veteran Business Enterprises (DVBE) as set forth in Public Contract Code Sections 10115, et seq. See Attachments 2.1-2.4. Bidders must provide DVBE qualifications, experience and duties to be performed under the work statement. For each DVBE program participant, Bidders shall provide information requested in, and format required.

<u>A Short Explanation of the DVBE Process</u> – If you are a non-governmental entity, you must have either three-percent DVBE participation, *or* you must demonstrate a good faith effort to obtain DVBE participation. It is important that you thoroughly read the instructions provided with each DVBE form. The DVBE compliance process is as follows:

- ✓ If you are proposing to meet the three-percent participation goals, complete and submit Attachment 2.2, Attachment 2.3, and a copy(ies) of the DVBE certification letter(s) from the Office of Small Business Certification and Resources (OSBCR).
- If you are proposing to partially meet the participation goals, complete and submit Attachment 2.2, Attachment 2.3, and attach a copy(ies) of the DVBE certification letter(s) from OSBCR, as well as Attachment 2.4 to demonstrate the good faith effort you performed to meet full participation. Your good faith effort must include advertising, which is explained on the reverse of Attachment 2.4.
- If you have no DVBE participation in your proposal, you must complete and submit Attachment 2.4 to demonstrate the good faith effort you performed in your attempt to meet participation. Your good faith effort must include advertising, which is explained on the reverse of Attachment 2.4.
- ✓ If you or a subcontractor has applied for DVBE certification, complete the appropriate Attachments as explained above, and include a copy of the application.

Small Business Preference

Sections 14835 <u>et seq.</u>, of the California Government Code requires that a five percent (5%) preference be given to bidders who qualify as a small business. The rules and regulations of this law, including the definition of a small business for the delivery of services, are contained in Title 2, California Code of Regulations, sections 1896 <u>et seq.</u> A copy of the regulations is available upon request from the Office of Small Business Certification and Resources (OSBCR).

To claim the small business preference, which may not exceed \$50,000 for any bid, your firm must have its principal place of business located in California and be verified by the OSBCR.

When claiming a small-business preference, the Bidder may include a copy of the approved certification letter or application for certification. All bidders claiming the small business preference must apply for small business status with the OSBCR no later than 5:00 p.m. on the proposal due date for this RFP. Questions regarding the preference approval should be directed to that office at (916) 323-5478.

Benefits Of Certification

Certified small businesses are also entitled to interest penalties paid by the state for late payment of invoices. The penalties are greater for certified small businesses than for non-certified businesses.

How The Preference Works

Certified small businesses can claim the five-percent preference when submitting a bid on a state contract. The five-percent preference is used only for computation purposes, to a maximum amount of \$50,000, to determine the winning bidder and does not alter the amounts of the resulting contract. A contract awarded on the basis of the five-percent preference, is awarded to the small business for the actual amount of their bid.

The method used in determining the successful bidder for an RFP Secondary follows:

- 1) Calculate the "earned" score for all bidders.
- 2) If the highest scored proposal is from a non-certified small business, then
 - (a) Calculate five percent (5%) of the cost component received from the highest scored proposal.
 - (b) Subtract the amount calculated above from the cost component of all the certified small businesses. This new amount will be the "evaluation" amount used to apportion cost points.
 - (c) Apportion the cost points for all bidders, using the "evaluation" amounts for the certified small business, and the actual bid amounts received from non-certified small businesses.
 - (d) Use the re-apportioned cost points along with the previously scored portions of the bids to arrive at a new total point count for each bid.
 - (e) Award of the contract must go to the bidder with the highest point count.
- 3) An example of applying the small business preference to the scoring used in this type of RFP follows:

METHOD OF INCLUSION OF THE 5% PREFERENCE FOR SMALL BUSINESS						
Bidders (*indicates certified small	A *	В	C*	D		
business)						
INITIAL SCORE						
Technical Points - Criteria 1 (15 Maximum	11	14	13	12		
Points)						
Technical Points - Criteria 2 (25 Maximum	21	21	14	19		
Points)						
Technical Points - Criteria 3 (30 Maximum	18	15	15	18		
Points)						
Total Technical Score	50	50	42	49		
Bid Amounts (before awarding the 5% small	(\$103)	(\$100)	(\$106)	(\$101)		
business preference)						
Cost Points Awarded Based On Cost Bids	29.1	30.0	28.3	29.7		
(30 Maximum Points)						
Total Technical and Cost Points	79.1	80.0	70.3	78.7		

ADJUSTMENT FOR THE SMALL BUSINESS PREFERENCE						
Adjusted Cost Bids (after subtracting 5% of						
\$100, or \$5, from the small business bids).	\$98	\$100	\$101	\$101		
Bidder "A" has he lowest adjusted cost bid.				·		
To Score The New Bids: 30 x (Lowest	30x(98/98)	30x(98/100)	30x(98/101)	30x(98/101)		
Adjusted Cost Bid [i.e., 98]/Adjusted Cost						
Bid). "30" is the maximum points	= 30.0	= 29.4	= 29.1	= 29.1		
Adjusted Cost Points (30 Maximum Points)	30	29.4	29.1	29.1		
Total Technical and Adjusted Cost Points						
For Final Evaluation	80.0	79.4	71.1	78.1		

In the table, Bidder B's was the highest scored proposal, a non-certified small business. Therefore the cost points were re-apportioned after application of the five- percent calculation of B's bid amount. B's bid amount is \$100.5% of \$100 is \$5.00. All bid amounts from certified small businesses are then reduced by this amount (\$5.00). After arriving at new "evaluation" amounts for the certified small businesses, new cost points must be apportioned, using the new "evaluation" amounts as shown in the table. The highest scored proposal is now the proposal received from A, a certified small business.

The contract award amount will be A's original bid amount, not the amount used for evaluation purposes.

In this RFP, the cost basis used to compute the preference for Small Business is derived from the simple average of all 190 proposed hourly rates for the providers listed on Form 2. Total contract expenditures consist of four components as discussed below.

The average hourly rate for the use of expertise, [HR]. Expertise comes from two sources, that of the in-house expertise of the Prime Contractor and the expertise of the subcontractors. A 50/50 split in the two sources of expertise is used to develop the formulas that follow.

Prime Contractor's Task 1 contract management charge, (CM), the rate proposed on Form 2B. Task 1 charges are proportional to the activity in the contract, and the use of all expertise is taken as the measure of such activity. The term, [CM*HR] is the approximation used for the Task I charges.

Prime Contractor's fee on subcontractor billings, (SB), the rate proposed on Form 2B. The fee is proportional to the use of subcontractors, which is 50% of all expertise used. The term, [SB*(0.5)*HR] is the measure chosen for the fee charges on subcontractor billings.

Prime Contractor's charge on Other Direct Costs, (DC), the rate proposed on Form 2B. The charge on Other Direct Costs is taken as applied to 10% of all Prime Contractor Task 1 activity, [DC*(0.1)*CM*HR], plus the rate is applied to 10% of the Prime Contractor's use of its inhouse expertise, [DC*(0.1)*(0.5)*HR].

The basis for the 5% Small Business Preference is computed from each proposal by summing all of the above terms. This sum represents all uses of contract funds expended.

$$[HR]+[CM*HR]+[SB*(0.5)*HR]+\{[DC*(0.1)*CM*HR]+[DC*(0.1)*(0.5)*HR]\}$$

The cost basis is calculated at the end of Form 2 in the RFP using the above formula.

Procedures For Tie Bids between small business and DVBE

In the event of a precise tie between the low responsible bid of a certified small business and the low responsible bid of a certified disabled veteran business enterprise (DVBE), the contract must be awarded to the DVBE. (GC 4 14838 (f)).

How Do I Respond to this RFP?

Responses to this solicitation will be in the form of a Technical and Cost Proposal according to the format described in Section IV. The Technical and Cost Proposal shall document the Bidder's experience, qualifications, project organization and approach to perform the tasks described in the Work Statement found in Section III, as well as detailed cost to perform such tasks.

Can The Commission Cancel This RFP?

Yes, if it is in the State's best interest, the Commission reserves the right to do any of the following:

- Cancel this RFP;
- Amend this RFP as needed: or
- Reject any or all Proposals received in response to this RFP

Can The Commission Amend This RFP?

If the RFP must be amended, the Commission will mail a formal written addendum to all parties who requested the RFP and will also post it on the Commission's Web Site < www.energy.ca.gov/contracts and Department of General Services' Web Site < www.dgs.ca.gov/cscr>.

Errors

If a Bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the Bidder shall immediately notify the Commission of such error in writing and request modification or clarification of the document. Clarifications will be given by written notice of all parties who requested the RFP, without divulging the source of the request for clarification. The Commission shall not be responsible for failure to correct errors.

What Are The Contract Requirements?

Term of the Contract

The term of the contract will be October 5, 2001 October 24, 2001, to October 5, 2004 October 24, 2004.

RFP in Final Contract

The content of this RFP shall be incorporated by reference into the final contract.

Contract Cancellation

The Commission reserves the right to terminate any contract awarded through this RFP by providing 30-days notice to the successful Bidder.

No Contract Until Signed & Approved

No agreement between the Commission and the successful Bidder is in effect until the contract is signed by the Contractor, approved at a Commission Business Meeting, and approved by the Department of General Services.

Contract Amendment

The contract executed as a result of this RFP will be able to be amended by mutual consent of the Commission and the Contractor. The contract may require amendment as a result of project review, changes and additions, changes in project scope, or availability of funding.

Audit

The Bureau of State Audits may audit a contract awarded under this RFP for a period of three years after the final payment or termination of the contract.

What If I Decide To Modify Or Withdraw My Proposal?

Withdrawal/Modification

A Bidder may, by letter to the Contact Person, withdraw or modify a submitted Proposal before August 10, 2001 August 17, 2001, at 5:00 p.m. Proposals cannot be changed after that date and time.

Can I Use Sub-Contractors?

Yes. Any subcontractors the Bidder chooses to use in fulfilling the requirements of this RFP, that are expected to receive more than ten percent (10%) of the value of the contract, must also meet all administrative and technical requirements of this RFP. The Bidder must provide a summary of each subcontractor's qualifications, including DVBE firms, experience and duties that would be performed under the Work Statement.

Also, for all DVBE firms regardless of the amount they receive, the Bidder must provide a summary of the DVBE's qualifications, experience and duties that would be performed under the Work Statement. The summary shall contain the information requested in, and format required by, Section IV. DVBE cost information must also be included in the Cost Proposal.

The Contractor is responsible for the quality of all subcontractor work, and may only replace subcontractors as specified under the terms of the contract.

How Do I Know If I've Been Awarded A Contract?

Subsequent to the Proposal evaluations, the Commission will post a "Notice of Proposed Award" at the Commission's headquarters in Sacramento, and on the Commission's Web Site, on or about August 17, 2001August 31, 2001, after 12:00 noon at:

California Energy Commission Contracts Office 1516 Ninth Street, MS-18 Sacramento, CA 95814

What Happens To My Documents?

On the Notice of Proposed Award date all proposals and related material, with the exception of work examples, submitted in response to this RFP become a part of the public record and are available for public disclosure. Bidders who want any work examples they submitted with their proposals returned to them shall provide either sufficient postage, or a U.P.S. or Courier Charge Code. If adequate postage or a charge code is not provided for as mentioned above the documents will be destroyed.

What Constitutes a Conflict of Interest?

The Commission expects that the services to be performed under the terms of this solicitation will be provided objectively, fairly, without the possibility of competitive advantage or other gain beyond payment for services provided, and without creating a credible perception of conflict of interest. The following guidelines may be applied in considering conflict of interest questions.

- 1. "The Company of Institution Rule." A reviewer shall disqualify himself or herself from reviewing a proposal that is submitted by:
 - a. anyone employed by a company or academic institution that is a source of income to the reviewer.
 - b. anyone employed by a company in which the reviewer has an investment of \$1000 or more, and
 - c. anyone employed by a company or academic institution in which the reviewer holds a position of management.

This rule derives from the Political Fair Practices rules. It has been extended to apply equally to the UC system and to private companies.

2. "The Campus or Site Rule" A reviewer shall also disqualify himself or herself from reviewing all proposals in the same area of technology in which a proposal is also submitted by anyone employed at the same company site or academic campus where the reviewer is also employed.

For this rule, company site and academic campus refer to the physical location of the bidder and the reviewer. Area of technology is intended to be relatively specific: lighting would be an area of technology, not end-use efficiency. So, for example, if a proposal in lighting came from a campus in San Diego, no one from that campus could review any proposals in lighting.

It is incumbent upon the Prime Contractor and each subcontractor to inform the Commission's Contract Manager of a possible conflict of interest. The Commission will consider each situation on a case-by-case basis, applying the above guidelines if applicable, and if not applicable then providing appropriate direction to the Prime Contractor.

Bidders' Admonishment

This RFP contains the instructions governing the requirements for a firm quotation to be submitted by interested Bidders, the format in which the technical information is to be submitted, the material to be included, the requirements which must be met to be eligible for consideration, and Bidder responsibilities. Bidders must take the responsibility to carefully read the entire RFP, ask appropriate questions in a timely manner, submit all required responses in a complete manner by the required date and time, make sure that all procedures and requirements of the RFP are followed and appropriately addressed, and carefully reread the entire RFP before submitting a proposal.

On What Grounds Would My Proposal Be Rejected?

A Proposal shall be rejected if:

- It is received after the exact time and date set for receipt of Proposal's pursuant to Public Contract Code, Section 10344.
- It is considered nonresponsive to the California Disabled Veteran Business Enterprise participation requirements.
- It is lacking a properly executed Certification Clauses, Attachment 3.
- It contains false or intentionally misleading statements or references which do not support an attribute or condition contended by the Bidder.
- The Proposal is intended to erroneously and fallaciously mislead the State in its evaluation of the Proposal and the attribute, condition, or capability is a requirement of this RFP.
- There is a conflict of interest as contained in Public Contract Code Sections 10410, 10411 and/or 10365.5.

A Proposal may be rejected if:

- It is not prepared in the mandatory format described.
- It is unsigned.
- The firm or individual has submitted multiple proposals for each task.
- It does not literally comply or contains caveats that conflict with the RFP and the variation or deviation is not material, or it is otherwise nonresponsive.
- The Commission may waive any immaterial defect or deviation contained in a Bidder's proposal. The Commission's waiver shall in no way modify the proposal or excuse the successful Bidder from full compliance.

What are the Protest Procedures?

A Bidder may file a protest against the proposed awarding of a contract. Once a protest has been filed, contracts will not be awarded until either the protest is withdrawn, or the Commission cancels the RFP, or the Department of General Services decides the matter.

Please note the following:

- Protests are limited to the grounds contained in the California Public Contract Code Section 10378.
- During the five working days that the Notice of Proposed Award (NOPA) is posted, protests must be filed with the DGS Legal Office and the Commission Contracts Office.
- Within five days after filing the protest, the protesting Bidder must file with the DGS and the Commission Contracts Office a full and complete written statement specifying the grounds for the protest.
- If the protest is not withdrawn or the solicitation is not canceled, DGS will decide the matter. There may be a formal hearing conducted by a DGS hearing officer or there may be briefs prepared by the Bidder and the Commission for the DGS hearing officer consideration.

VI. Evaluation

About This Section

This section explains how the proposals will be evaluated. It describes the evaluation stages, preference points, and scoring of all proposals. A Bidder's proposal will be evaluated and scored based on its response to information requested.

During the evaluation and selection process, the Commission may interview a Bidder, and/or a proposed primary or alternate provider, and/or conduct a site visit at the Bidder's facilities for the purpose of clarification and verification of information provided in the proposal.

Each proposal shall be evaluated to determine responsiveness to the State's needs as described in this RFP. The State reserves the right at any time to reject any or all proposals.

How Will My Proposal Be Evaluated?

To analyze all Proposals, the Commission will organize an Evaluation Committee whose members have expertise in evaluating consulting services. The Proposals will be evaluated in two stages:

The Commission will score each proposed member of the contractor team, and these scores will be included in the final score.

Stage One: Fulfillment of RFP Mandatory Format

- 1. After the period has closed for receipt of proposals, each proposal received prior to the time and date set for receipt of proposals is opened and examined to determine compliance with the RFP format requirements and grounds for rejection. If a proposal is not rejected for reasons stated in Grounds for Rejection, it may still be rejected if it does not meet the proposal format requirements or minimum administrative requirements.
- 2. The Contract Office reviews each Contractor Status Form to determine if any bidder claims small business preference. All claims will be verified with the Office of Small Business Certification and Resources.
- 3. Bidders who do not comply with the DVBE requirements <u>will be rejected</u> and proposals will not be evaluated in Stage Two.

Stage Two: Evaluation of Proposals

The Evaluation Committee will then review and score all remaining Proposals using the Evaluation Criteria, Exhibits A and B. Evaluation subcommittees will evaluate groups of the 85 areas of expertise in which they have expertise also. The Evaluation Committee as a whole will

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VI. Evaluation Criteria, continued

evaluate the remainder of the proposal. Interviews may be requested of a Bidder, may be conducted for the purpose of clarification and verification of information provided in those proposals that passed the minimum technical points. If the committee conducts interviews or performs a site visit, they may re-score the proposals based on the interviews. All scores are final at this time. The contract will be awarded to the responsible Bidder(s) given the highest combined technical and cost score and have met all the administrative requirements.

Will My Proposal Receive Preference Points?

Yes, each Bidder who is a State certified small business will receive a preference (extra points) of five percent of the lowest cost or price offered by the highest technical scored Bidder or Bidder who is not a certified small business. Each certified small business proposal with a score of 800 minimum points or greater will receive preference points of five percent. The sum of the Bidder's subtotal and preference points will constitute the Bidder's total score.

How Will The Proposed Qualifications Be Scored?

The Evaluation Sub-Committees will review the information provided on Forms 1.1-1.85 to evaluate the proposed specific expertise and the Evaluation Committee as a whole will evaluate the prime contractor capabilities being proposed on Forms 1.86-1.96, and will record its scores on those forms. The **points** recorded for a specific proposed expertise or prime contractor capability is the average of the combined points awarded by all Evaluation Committee members for that expertise or capability. The **score** for that specific expertise or capability is computed in Exhibit A using the weighting factors and formula shown in the Exhibit. Points are awarded based on the following considerations.

The team expertise, Prime Contractor qualifications and cost scores are summed in Exhibits A and B to reach a score for each proposed qualification and cost, and all such scores are summed to reach a total score for the proposal. A proposal must reach a score of at least 800 points to qualify for further consideration.

Fail (0 points)

Zero points are awarded for responses considered to be unacceptable, such as:

- Is not in substantial accord with the RFP requirements;
- Has a potential significant effect on the amount paid or net cost to the State or the quality or quantity of product and/or service;
- Provides an advantage to one competitor over the other competitors, for example, not paying minimum wages.

VI. Evaluation Criteria, continued

Minimally Acceptable (1-3 points) Below average response, such as:

- The proposal states a requirement, but offers no explanation of how or what will be accomplished;
- The response contains a technical deficiency which is an inaccurate statement or reference concerning the how, what, where, or when, which is part of an overall statement or description.
- The response asserts the capability, but the information provided only minimally demonstrates the capability.

Meets Minimum Requirements (4-6 points) Average response, such as:

- Satisfies the minimum requirements and describes generally how and/or what will be accomplished.
- Satisfies the minimum requirements for completeness and generally demonstrates the capability through the information provided.

Exceeds Minimum Requirements (7-9 points) Above average response, such as:

- Satisfies the minimum requirements and specifically describes how and/or what will be accomplished in an <u>exemplary manner</u>, using sample products and illustrative materials (i.e., diagrams, charts, graphs, etc.).
- Satisfies the minimum requirements for completeness and specifically demonstrates the capability through the information provided.

Exceptional (10 points) Superior response, such as:

Exceeds the minimum requirements and specifically describes how and/or what will be accomplished both quantitatively and qualitatively, using sample products and illustrative materials (i.e., diagrams, charts, graphs, etc.).

Exceeds the minimum requirements for completeness and specifically demonstrates the capability through the information provided.

How Will The Proposed Hourly Rates and Prime Contractor Charges Be Scored?

The Evaluation Committee will score the proposed hourly rate and Prime Contractor charges proposed on Form 2A and Form 2B by entering these on Exhibit B. Each **cost score** for a

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VI. Evaluation Criteria, continued

specific expertise or capability is computed in Exhibit A using the weighting factor and formula provided in the Exhibit. Higher costs earn a lower **cost score**. Note that the Commission lists limitations on hourly rates and prime contractor charges in Exhibits A and B.

		EXHIBI	ТΑ	: Evaluation of Demons	trated Exp	ert	ise and C	ost				
Pro	oose	er:			Scorer:					Date:		
		Evaluation of Team Expertise			Α				В	C*	D=A+C*)xE	Е
	С	e: Column B is linked to FORM 2A, column D. *C=(300-B)*(5/300)	F	Provider's Name (P=Primary, A=Alternate)	Technical Score (0 to 10)				Cost Rate (Form 2)	Weighted Cost Score	Total Weighted Score	Weight Factor
2A.		Prime Contractor - Contract Manager	Р									1.01
۷۸.	-	Filme Contractor - Contract Manager	A									1.01
2A.	2	Current Energy RD&D and Trends	P									1.01
۷, ۲		Current Energy READ and Trends	A									1.01
2A.	3	RD&D Strategic Planning	P									1.01
<i></i>		TO CHAROGIO FIGHTING	A									1.01
2A.	4	RD&D Program Evaluation	P									1.01
	i i	TOUR Frogram Evaluation	A									1.01
2A.	5	Economic Issues of Energy - Anal.	P									1.01
			A									1.01
2A.	6	Technology Characterization	P									1.01
		. co.m.o.ogy c.na.acto.n <u>z</u> ano.n	A									1.01
2A.	7	Public Policy Analysis for RD&D and Technology Transfer	Р									1.01
			Α									1.01
2A.	8	Financial/Risk Analysis and Financing and Loan Programs	Р									1.01
		<u> </u>	Α									1.01
2A.	9	Evolving Electric Market	Р									1.21
		-	Α									1.21
2A.	10	Electricity Market Design	Р									1.21
			Α									1.21
2A.	11	Strategic Electricity System Res.	Р									1.21
			Α									1.21
2A.	12	System Integration	Р									1.21
			Α									1.21
2A.	13	Quantification of Benefits for Distributed Generation, Storage, Renewables and	Р									4.04
		End Use Energy Technologies				\vdash						1.21
O ^	4.4	Transportation/Distribution Tests/D	A			\vdash						1.21
2A.	14	Transmission/Distribution Tech./Pwr.	Р			-						1.21
		Subtotal: Expertise 1.1-1.14	Α		0	_				0	0	1.21

_					Τ_			1		
Pro	pose	er:			Scorer:			Date:		
					Α		В	C*	D=A+C*)xE	С
	Note C	Evaluation of Team Expertise e: Column B is linked to FORM 2A, column D. *C=(300-B)*(5/300)	ı	Provider's Name (P=Primary, A=Alternate)	Technical Score (0 to 10)		Cost Rate (Form 2)	Weighted Cost Score	Total Weighted Score	Weight Factor
Forr	ms R	eference Power Quality Technologies	Р							1.04
ZA.	15	Power Quality Technologies	+							1.21
	40	Distributed France Basesses	Α							1.21
2A.	16	Distributed Energy Resources	Р							1.21
	ł		Α							1.21
2A.	17	Electric Metering Technologies	Р							1.21
			Α							1.21
2A.	18	Demand Responsive Technologies and Systems	Р							1.21
			Α							1.21
2A.	19	Residential Building Envelope	Р							1.10
			Α							1.10
2A.	20	Residential Lighting Technologies	Р							1.10
			Α							1.10
2A.	21	Residential Space Conditioning	Р							1.10
			Α							1.10
2A.	22	Residential Water Heating Technologies	Р							1.10
		<u> </u>	Α							1.10
2A.	23	Residential Appliance/Office Efficiency Technologies	Р							1.10
			Α							1.10
2A.	24	Commercial Building Envelope	Р							1.10
			Α							1.10
2A.	25	Commercial Lighting Technologies	Р							1.10
		y y y	Α							1.10
2A.	26	Commercial Space Conditioning	Р							1.10
		1	Α							1.10
2A.	27	Commercial Water Heating	Р							1.10
	1		Α							1.10
2A.	28	Commercial Refrigeration/Office Efficiency Technologies	Р							1.10
	+		Α		1	\Box				1.10
2A.		Commercial End-Use Technologies – Market Analysis	P							
	-	IVIAINGE AHAIYSIS	_			\vdash			-	1.10
	-	Subtotal: Expertise 1.15-1.29	Α		0	\vdash		0	0	1.10

			luation of Demonstrated I		,	D-1-		
Pro	pose	er:		Scorer:		Date:		
				A	В	C*	D=A+C*)xE	С
	Note C	Evaluation of Team Expertise e: Column B is linked to FORM 2A, column D. *C=(300-B)*(5/300)	Provider's Name (P=Primary, A=Alternate)	Technical Score (0 to 10)	Cost Rate (Form 2)	Weighted Cost Score	Total Weighted Score	Weight Factor
For	ms F	Reference Industrial Refrigeration	P					0.81
ZA.	30	industrial Remgeration	A					0.81
2Δ	31	Industrial Distillation	P					0.81
۷۸.	31	industrial Distillation	A					0.81
2Α	32	Industrial Drying and Food Processing	P					0.81
<i></i>	02	industrial Brying and 1 cod 1 rescessing	A					0.81
2A.	33	Industrial Process Controls and Sensors						0.81
	-		A					0.81
2A.	34	Industrial Separation Technologies	P					0.81
		, , , , , , , , , , , , , , , , , , , ,	A					0.81
2A.	35	Industrial Heat Transfer	Р					0.81
			A					0.81
2A.	36	Industrial Energy Efficiency	Р					0.81
			A					0.81
2A.	37	Industrial Chemical Processes	P					0.81
			A					0.81
2A.	38	Industrial Glass Processes	P					0.81
			A					0.81
2A.	39	Industrial Metal Casting	Р					0.81
	<u> </u>		Α					0.81
2A.	40	Industrial Semiconductor Facilities	Р					0.81
			A					0.81
2A.	41	Agricultural End-Use Technologies	P					0.81
			A					0.81
2A.	42	Water Treatment	P					0.81
0.4	40	\\/	A P					0.81
2A.	43	Water Management	· .					0.81
2 ^	44	Solar Industrial Process Heat	A	+				0.81
ZA.	44							0.04
	-	Technologies	A					0.81 0.81
	-	Subtotal: Expertise 1.16-1.44	<u>^</u>	0		0	0	

Pro	pos	er:			Scorer:				Date:		
					Α			В	C*	D=A+C*)xE	E
	Note C	Evaluation of Team Expertise e: Column B is linked to FORM 2A, Column D. *C=(300-B)*(5/300) Reference		Provider's Name (P=Primary, A=Alternate)	Technical Score (0 to 10)			Cost Rate (Form 2)	Weighted Cost Score	Total Weighted Score	Weight Factor
2A.	45	Coal Technologies	Р								2.02
			Α								2.02
2A.	46	Oil and Gas Combustion Efficiency	Р								2.02
			Α								2.02
2A.	47	Oil and Gas Emissions Abatement	Р								2.02
			A								2.02
2A.	48	Fuel Cell Technologies	Р								2.02
			A			\Box					2.02
2A.	49	Hybrid Generating Technologies	Р								2.02
			Α								2.02
2A.	50	Cogeneration/Combined Heat and	P								
		Power Technologies and Applications	1								2.02
2A.	51	Geothermal Electric Generation	A			\vdash					2.02
ZA.	31	Geothermal Electric Generation	l'								0.55
			Α								0.55
2A.	52	Geothermal Heat Pump Technologies	Р								0.55
			Α								0.55
2A.	53	Geothermal Resources	Р								0.55
			Α								0.55
2A.	54	Biomass Electric Generation	Р								0.55
			Α			\Box					0.55
2A.	55	Biomass Value-Added Products	Р			\Box					0.55
			Α			\Box					0.55
2A.	56	Municipal Solid Waste Technologies	Р								0.55
			Α								0.55
2A.	57	Municipal Solid Waste Value-Added	Р								0.55
			Α								0.55
		Subtotal: Expertise 1.45-1.57			0				0	0	

		EXHIBIT A: Eva	lua	ation of Demonstrated E	xpertise a	and	Cost (CONTINU	JED)			
Pro	pose	er:			Scorer:					Date:		
					Α				В	C*	D=A+C*)xE	С
	Note C	Evaluation of Team Expertise e: Column B is linked to FORM 2A, olumn D. *C=(300-B)*(5/300) Reference	ı	Provider's Name (P=Primary, A=Alternate)	Technical Score (0 to 10)				Cost Rate (Form 2)	Weighted Cost Score	Total Weighted Score	Weight Factor
2A.	58	Wind Technologies	Р									0.55
		3	Α									0.55
2A.	59	Solar Thermal Electric Technologies	Р									0.55
		J	Α									0.55
2A.	60	Photovoltaic Technologies	Р									0.55
			Α									0.55
2A.	61	Photovoltaic Market Analysis	Р									0.55
		-	Α									0.55
2A.	62	Low Impact Hydroelectric	Р									0.55
			Α									0.55
2A.	63	Ocean Energy	Р									0.55
			Α									0.55
2A.	64	Nuclear Fission Cycles	Р									0.55
			Α									0.55
2A.	65	Nuclear Fusion Cycles	Р									0.55
			Α									0.55
2A.		Alternative Fuels and Conventional Fuels from Non-Conventional Sources	Р									0.55
			Α									0.55
2A.	67	Compressed Air Energy Storage	Р									0.55
			Α									0.55
2A.	68	Pumped Hydro Energy Storage	Р									0.55
			Α									0.55
2A.	69	<i>y</i>	Р									0.55
			Α									0.55
2A.	70	Ultra-Capacitor & SMES Energy Storage	Р									0.55
			Α									0.55
2A.	71	Battery & Alt. Battery Energy Storage	Р									0.55
			Α									0.55
2A.	72	Thermal Energy Storage	Р									0.55
			Α									0.55
2A.	73	Energy-Related Environ. Research	Р									1.35
			Α									1.35
		Subtotal: Expertise 1.58-1.73			0			0		0	0	

		EXHIBIT A: E	/alı	ation of Demonstrated	Expertise	and	Cost (Co	nclude	ed)			
Pro	pos	er:			Scorer:					Date:		
					Α				В	C*	D=A+C*)xE	С
	C	Evaluation of Team Expertise e: Column B is linked to FORM 2A, Column D. *C=(300-B)*(5/300) Reference		Provider's Name (P=Primary, A=Alternate)	Technical Score (0 to 10)				Cost Rate (Form 2)	Weighted Cost Score	Total Weighted Score	Weight Factor
		Pollution Abatement/Regulations	Р									1.35
			Α									1.35
2A.	75	Environmental Statistical Analysis	Р									1.35
			Α									1.35
2A.	76	Water Quality	Р			\vdash						1.35
0.4	77	Confere Material Constitution of Materials of	A P									1.35
2A.	77	Surface Water Quality and Watershed Modeling	ľ									1.35
			Α									1.35
2A.	78	Industrial Emission and Waste	Р									1.35
	70	F. C.	A									1.35
2A.	79	Environmental Toxicology	P									1.35 1.35
21	80	Air Quality Issues	A P									1.35
۷۸.	00	All Quality issues	A			\vdash						1.35
2A.	81	Global Climate Change	P									1.35
			Α									1.35
2A.	82	Technical Writing	Р									1.01
		-	Α									1.01
2A.	83	Technology Transfer Graphics/Design/Printing	Р									1.01
			Α									1.01
2A.	84	Information Management Systems (MIS)	Р									1.01
			Α									1.01
2A.	85	Web Site	Р									1.01
			Α									1.01
		Subtotal: Expertise 1.74-1.85	1		0			0		0	0	

ropos	er:		Scorer:					Date:		\$ Cost
			Α		В	C=AxB	D	E*	F=C+E*	Basis -
Р	rime Contractor's Demonstrated	·	Technical		\\/aiabt	Weighted	Cost	\\\aimbtod	Total	Small
	Qualifications		Score (0		Weight	Technical	Rate	Weighted Cost Score	Weighted	Bus.
Forms	Reference		to 10)		Factor	Score	(Form 2)	Cost Score	Score	Pref.
2A. 86	Organization chart. Shows efficient, well-o	lefined command structure			8		NA	NA		
2A. 87	Shows overall contractor/ subcontractor r	nanagement strength			8		NA	NA		
2A. 88	Shows financial soundness				8		NA	NA		
2A. 89	Shows timely, efficient completion of work	tasks			8		NA	NA		
2A. 90	Shows arrangement for signed subcontraction	cts within I month of CEC								
	approval of contract.				8		NA	NA		
2A. 91	Shows invoice procedure meeting RFP re	quirements with minimum delay			8		NA	NA		
2A. 92	Shows proposed MIS meets RFP requirer	nents for contract management,								
	budget and billing visibility				8		NA	NA		
2A. 93	Shows how resolve contractor /subcontra	ctor performance disputes			8		NA	NA		
2A. 94	Shows experience letting subcontracts as	expeditiously as this RFP			8		NA	NA		
2A. 95	Shows in-house computer software capab	pilities			8		NA	NA		
2A. 96	Shows how availability of contractor/subc	ontractor is assured			8		NA	NA		
То	tal weighted technical score (must equa	al or exceed 440 for proposal to	qualify)						0	
let tec	hnical score for Prime Contractor (Tota	l weighted technical score less	440)			disqualified			disqualified	
Pri	me Contractor's Proposed Charges									
2B. 1	Proposed fee on subcontractor billings. N	lote: Column D entry may not								
	exceed 10%.									
	* Column E formula: E*=(10-D)x(95/10)	(Maximum Score = 95)	NA	NA	NA	NA				
2B. 2	Proposed Task 1 rate for contract manage	ement (% of Tasks 2, 3 & 4								
	billings). Note: Column D entry may no	t exceed 12%.								
	* Column E formula: E*=(12-D)x(95/12)	(Maximum Score = 95)	NA	NA	NA	NA				
2B. 3	Proposed rate on Other Direct Costs. No	te: Column D entry may not								
	exceed lesser of 21% or federally app									
	* Column E formula: E*=(21-D)x(20/21)	•	NA	NA	NA	NA				
Total S	core for Prime Contractor Qualifications					disqualified		0	disqualified	
	hibit A: Expertise to be Demonstrated (•			•	
	Expertise & Cost, FORMS 1.1-1.14					0		0	0	
	Expertise & Cost, FORMS 1.15-1.29					0		0	0	
	Expertise & Cost, FORMS 1.16-1.44					0		0	0	
	Expertise & Cost, FORMS 1.45-1.57					0		0	0	
	Expertise & Cost, FORMS 1.58-1.73					0		0	0	
	Expertise & Cost, FORMS 1.74-1.85					0		0	0	
Ex	hibit B: Prime Contractor Capabilities a	nd Charges (recorded from For	rm 2B)			disqualified		0	disqualified	
	efore Small Bus. Pref. (max technical=2			_		0		0	0	

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6 2A. 1 Project/Contract Management P 7 A A 8 2A. 2 Current Energy RD&D and Trends P 9 A A 10 2A. 3 RD&D Strategic Planning P 11 A A 12 2A. 4 RD&D Program Evaluation P 13 A A 14 2A. 5 Economic Issues of Energy - Analysis P 15 A A 16 2A. 6 Technology Characterization P 17 A A 18 Technology Characterization P 17 A A 18 Technology Characterization P 19 A A 2A. 7 Public Policy Analysis for RD&D and P P 18 Technology Transfer P 2A. 8 Financial/Risk Analysis and Financing and Loan Programs A 21 A A 22 A.	5	is li	nke	lo entry may exceed \$300. Column D d for reentry on Exhibit B, Column E	(F		Hourly Rate	Hourly Rate	Hourly Rate	Average Rate 2001/04 (Computed Here)
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34 2A. 15 Power Quality Technologies P 35 A A 36 2A. 16 Distributed Energy Resources P 37 A 38 2A. 17 Electric Metering Technologies P 39 A 2A. 18 Demand Responsive Technologies and P			_	and I OWEI LIEUROINGS	++					0
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40 Systems A A			\dashv	Oysiellis	1					0
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42 Technologies	42	۷۸.								О
43 A A			\dashv	recimologies						0
44 2A. 20 Residential Lighting Technologies P		21	20	Residential Lighting Technologies						0
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46			Form 2A: Recording of	ot P	roposea Personnel	Kates (C	ontinue	ea)	
47	Bido	der:				Date:			
48						F	ully Load	led Hour	y Rates
49						Α	В	С	D=Avg(ABC)
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50			Reference			(+- /	(+- /	(+- /	,
	2A.	21	Residential Space Conditioning	P					
51 52			Technologies	A					0
53	2Α	22	Residential Water Heating Technologies						0
54	27 (.		Trestactual valet Fleating Feetinelegies	A					0
	2A.	23	Residential Appliance/Office Efficiency	Р					
55			Technologies						0
56				A					0
	2A.	24	Commercial Building Envelope	P					_
57			Technologies	1					0
58 59	24	25	Commercial Lighting Technologies	A P					0
60	ZA.	25	Commercial Lighting Technologies	A					0
00	2A.	26	Commercial Space Conditioning	P					
61			Technologies						0
62				Α					0
	2A.	27	Commercial Water Heating	Р					
63			Technologies						0
64				A					0
65	2A.	28	Commercial Refrigeration/Office Efficiency Technologies	Р					0
66	0.4	00	O	A					0
67	2A.	29	Commercial End-Use Technologies – Market Analysis						0
68			IMAIREL AHAIYSIS	A					0
69	2A.	30	Industrial Refrigeration	P					0
70				Α					0
71	2A.	31	Industrial Distillation	Р					0
72				Α					0
73	2A.	32	Industrial Drying and Food Processing	Р					0
74		00		A					0
75	2A.	33	Industrial Process Controls and Sensors	P					0
75 76				Α					0
77	2A.	34	Industrial Separation Technologies	P					0
78	1			A					0
79	2A.	35	Industrial Heat Transfer	Р					0
80				Α					0
81	2A.	36	Industrial Energy Efficiency	Р					0
82		0-	La description Observators B	A					0
83 84	2A.	3/	Industrial Chemical Processes	P A					0
85	2Δ	38	Industrial Glass Processes	P					0
86	۷۸.	50	middodiai Olaoo i 10000000	A					0
87	2A.	39	Industrial Metal Casting	P					0
88				Α					0
89	2A.	40	Industrial Semiconductor Facilities	Р					0
90			<u> </u>	Α					0
91	2A.	41	Agricultural End-Use Technologies	P					0

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92				Α					0

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93			Form 2A: Recording of	of Proposed Personnel	rates (C	ontinue	ea)	
94	Bido	der:			Date:			
95					F	ully Load	ded Hour	y Rates
96					Α	В	С	D=Avg(ABC)
	is li	inke	Demonstrated Expertise No entry may exceed \$300. Column D ed for reentry on Exhibit B, Column E	Provider's Name (P=Primary, A=Alternate)	2001/02 Hourly Rate (\$/hr)	2002/03 Hourly Rate (\$/hr)	2003/04 Hourly Rate (\$/hr)	Average Rate 2001/04 (Computed Here)
97			Reference		(, ,	(, ,	(, ,	,
98	2A.	42	Water Treatment	P				0
99	24	12	Water Management	A P				0
100 101	2A.	43	Water Management	A				0
102	2A.	44	Solar Industrial Process Heat Technologies	P				0
103				A				0
104	2A.	45	Coal Technologies	P				0
105 106	24	46	Oil and Gas Combustion Efficiency	A P				0
107	ZA.	40	Oil and Gas Combustion Emiciency	A				0
107	2A	47	Oil and Gas Emissions Abatement	P				0
109	2,	1,	Oil did Gdo Efficación / Ibacoment	A				0
110	2A.	48	Fuel Cell Technologies	P				0
111				A				0
112	2A.	49	Hybrid Generating Technologies	Р				0
113				A				0
	2A.	50	Cogeneration/Combined Heat and	P				
114			Power Technologies and Applications					0
115	0.4	-4	O a than a LEbata's O a a mat's a	A				0
116 117	ZA.	51	Geothermal Electric Generation	P A				0
118	2Δ	52	Geothermal Heat Pump Technologies	P				0
119	۷۸.	52	Geothermai Fleat Fullip Technologies	A				0
120	2A.	53	Geothermal Resources	P				0
121				A				0
122	2A.	54	Biomass Electric Generation	P				0
123				A				0
124	2A.	55	Biomass Value-Added Products	P				0
125				A				0
126	2A.	56	Municipal Solid Waste Technologies	P				0
127	24	F 7	Municipal Calid Wasta Value Addad	A P				0
128	2A.	3/	Municipal Solid Waste Value-Added Products	F				0
129			1 100000	A				0
130	2A.	58	Wind Technologies	P				0
131	<u> </u>	T	y	A				0
132	2A.	59	Solar Thermal Electric Technologies	Р				0
133				A				0
134	2A.	60	Photovoltaic Technologies	P				0
135		0:		A				0
136	2A.	61	Photovoltaic Market Analysis	P				0
137	24	62	Low Impact Hydroclostric	A P				0
138 139	∠A.	02	Low Impact Hydroelectric	P				0
140	2A	63	Ocean Energy	P				0
141				A				0
142	2A.	64	Nuclear Fission Cycles	P				0
143				A				0

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144		•	FORM 2A: Recording of	of Proposed Personnel	Rates (0	Conclud	led)	
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146					F	ully Load	ded Hour	ly Rates
147					Α	В	С	D=Avg(ABC)
	is li	nke	Demonstrated Expertise No entry may exceed \$300. Column D ed for reentry on Exhibit B, Column E Reference	Provider's Name (P=Primary, A=Alternate)	2001/02 Hourly Rate (\$/hr)	2002/03 Hourly Rate (\$/hr)	2003/04 Hourly Rate (\$/hr)	Average Rate 2001/04 (Computed Here)
148					(Ψ/)	(φ/)	(ψ/)	, , , , , , , , , , , , , , , , , , ,
149 150	2A.	65	Nuclear Fusion Cycles	P A				0
151	2A.	66	Alternative Fuels and Conventional Fuels from Non-Conventional Sources	P				0
152				Α				0
153	2A.	67	Compressed Air Energy Storage	P				0
154	0.4	00	D	A				0
155	2A.	68	Pumped Hydro Energy Storage	P				0
156 157	21	60	Flywheel Energy Storage	A P				0
158	۷۸.	09	Trywneer Energy Storage	A				0
159	2A	70	Ultra-Capacitor & SMES Energy Storage	P				0
160			The department of the Energy everage	A				0
161	2A.	71	Battery & Alt. Battery Energy Storage	P				0
162			, , , ,	A				0
163	2A.	72	Thermal Energy Storage	Р				0
164				A				0
165	2A.	73	Energy-Related Environ. Research	Р				0
166				A				0
167	2A.	74	Pollution Abatement/Regulations	P				0
168	0.4	75	For the control Of the first Annal and	A				0
169	2A.	/5	Environmental Statistical Analysis	P				0
170 171	21	76	Water Quality	A P				0
172	۷۸.	70	water Quanty	A				0
173	2A.	77	Surface Water Quality and Watershed Modeling	Р				0
174				A				0
175	2A.	78	Industrial Emission & Waste Treatment	P				0
176	0.4	70	For the constant Tooling to the	A				0
177 178	2A.	79	Environmental Toxicology	P				0
179	2Δ	80	Air Quality Issues	A P				0
180	۲٦.	50	rui Quality 100000	A				0
181	2A.	81	Global Climate Change	P				0
182				A				0
183	2A.	82	Technical Writing	P				0
184				Α				0
	2A.	83	Technology Transfer	P				
185			Graphics/Design/Printing					0
186	- ^ ^	C .	Mariet Informatics October (1410)	A				0
187	2A.	84	Mgmt. Information Systems (MIS)	P				0
188	2 ^	0.5	DIED Wobsito	A P				0
189 190	∠ <i>H</i> .	ဝ၁	PIER Website	A				0
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	, (461	J		Proposed Prime Contract	tor Char	aoc	I	
192				<u> </u>	toi Ciiai	yes		Percent (%)
193	2B.		Proposed % fee on subcontractor billings		1.40			
194 195	2B.		Proposed % rate for Task 1 contract man			onn=e:-=:1	roto\	
	2B.		Proposed % rate on "Other Direct Costs" ed \$ Cost basis for the 5% Small Business					
190	COIL	pull	eu ψ Oost basis ioi tiie 370 Siiiaii Dusiiless	i i i i i i i i i i i i i i i i i i i	140 EIAIL	/		0

1. Economic Issues	s of Ene	rgy - Analysis:	Demonstrated exper	tise with	n, and analysis	of, the economic i	issues of	f
energy, includin	g (1) the	e economic dev	elopment, subsidy a	nd reven	ue impacts of v	various energy dev	velopme	nt
paths, and (2) th	e theore	tical basis, effe	ectiveness and imple	nentatio	n of various ty	pes of subsidies, in	ncluding	3
environmental c	redits ar	nd tax incentive	es.				_	
Primary Provider						Years Professional		
						Within Required E		
Company Affiliation						Years with Con	mpany	
Company Office Loca								
Major Degrees/Univer								
Relevant Current Lice								
Hours/Week Availabil	ity	8-12 hrs.	13-1	9 hrs.		20+ hrs.		
List up to Four Project	s from "	Demonstrated Ex	pertise" Provider Has	Worked (On	Role: Lead/Major	/Minor	Date
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List up to Four Techni	cal Docu	iments Authored	or Coauthored by Titl	e Doci	ument Identifier	Authored/Coau	ıthored	Date
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Other Special Expertis	e and/or	Qualifications						
Reviewer Score for P	rimary]	Provider (0 - 10)					
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Alternate Provider						Years Professional	Practice	
						Within Required E	xpertise	
Company Affiliation						Years with Con	mpany	
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Other Special Expertis	e and/or	Qualifications						
Reviewer's Score for	Alterna	te Provider (A -	10)					
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FORM 1.5: PERSONNEL QUALIFICATIONS: ECONOMIC ISSUES OF ENERGY - ANALYSIS

O:es.7/10/01 6 500-01-501

2. Financial/Risk Analysi	s and Financing	and Loan Progr	ams: D	emonstrated expertis	se with (1) municipal util	ity
financing, venture capi	tal financing, co	orporate balance	sheet a	nalysis for fiscal vial	bility, project financing a	nd
cash-flow analysis, risl	cash-flow analysis, risk and reward sharing, and decision making under uncertainty; (2) financing structures and					
loan programs that cou	ld be utilized by	y emerging envir	onment	tal, grid managemen	t, energy efficiency, and	central
and distributed generat	ion technologie	s (including rene	wable 1	technologies such as	photovoltaics or small w	ind
turbines); (3) financial	organizations; a	and (4) establishi	ing loan	and other capital fu		
Primary Provider					Years Professional Practic	
					Within Required Expertise	:
Company Affiliation					Years with Company	
Company Office Location						
Major Degrees/University						
Relevant Current Licenses				_	T T	
Hours/Week Availability	8-12 hrs.		13-19		20+ hrs.	
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Other Special Expertise and/o	r Oualifications			<u> </u>		_1
r						
Reviewer Score for Primary	Provider (0 - 10	0)				
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Alternate Provider					Years Professional Practic	e
					Within Required Expertise	:
Company Affiliation					Years with Company	
Company Office Location						
Major Degrees/University						
Relevant Current Licenses	0.101		10.10		100 1	
Hours/Week Availability	8-12 hrs.		13-19		20+ hrs.	T
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Other Special Expertise and/o	r Qualifications			<u> </u>		1
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Reviewer's Score for Altern	ate Provider (0 -	- 10)				

FORM 1.8: PERSONNEL QUALIFICATIONS: FINANCIAL/ RISK ANALYSIS AND FINANCING

O:es.7/10/01 9 500-01-501

on the electric go			consumers and o	other en	ergy market particip	pants, and the various	
Primary Provider						Years Professional Practice Within Required Expertise	
Company Affiliation						Years with Company	
Company Office Locat	tion						<u> </u>
Major Degrees/Univer							
Relevant Current Licer							
Hours/Week Availabil		8-12 hrs.		13-19	hrs.	20+ hrs.	
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Other Special Expertis	e and/or	Qualifications					
Reviewer Score for P	rimary l	Provider (0 - 10)				
			,	ı			
Alternate Provider						Years Professional Practice Within Required Expertise	
Company Affiliation						Years with Company	
Company Office Locat	tion						ı
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Relevant Current Licer	nses						
Hours/Week Availabil	ity	8-12 hrs.		13-19	hrs.	20+ hrs.	
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Other Special Expertis	e and/or	Qualifications					
Reviewer's Score for	Alterna	te Provider (0 -	10)				

FORM 1.9: PERSONNEL QUALIFICATIONS: EVOLVING ELECTRIC MARKET

3. Evolving Electric Market: Demonstrated expertise in the new emerging California electricity market, including generation, distribution, "green power," and end-use technologies markets, in terms of the impacts of the markets

o:es.7/10/01 10 500-01-501

	FORM 1.85: PERSONNEL QUALIFICATIONS: WEB SITE							
4. Web Site: Demo	onstrate	d experience in	n technical sup	port of t	he desi	gn and main	tenance of a large and c	omplex
Commission we	Commission web site, including (1) a user-friendly framework for organizing and making accessible a variety of							
material (data, g	raphics.	, photos, data l	oase, and other	informa	tion); (2	2) layout and	design for the content;	and (3)
organizing, class	sifying a	and synthesizin	g the content m	naterial f	or the w	veb site.		
Primary Provider							Years Professional Practice	
							Within Required Expertise	
Company Affiliation							Years with Company	
Company Office Loca								
Major Degrees/Univer								
Relevant Current Lice		0.121	1	10.10			100 1	
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Other Special Expertis	e and/or	Qualifications			I		1	1
1								
Reviewer Score for P	rimary 1	Provider (0 - 10	1)					
Alternate Provider							Years Professional Practice	2
							Within Required Expertise	
Company Affiliation							Years with Company	
Company Office Loca		1						
Major Degrees/Univer								
Relevant Current Lice		0.151	T	1				
Hours/Week Availabil		8-12 hrs.		13-19			20+ hrs.	T =
List up to Four Project	s from "	Demonstrated Ex	xpertise" Provide	er Has W	orked Or	1	Role: Lead/Major/Minor	Date
1.								
2.								
3. 4.								
List up to Four Techni	aal Daar	mants Authored	Lor Counthorad k	vy Titlo	Dogun	aant Idantifiar	Authored/Coauthored	Date
1.	cai Doci	illients Authored	i oi Coaumoreu i	by Title	Docum	ient identifier	Authored/Coauthored	Date
2.								+
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Other Special Expertis	e and/or	Oualifications			l .		1	1
outer operate Expertise und or Quanticutions								
Reviewer's Score for	Alterno	to Provider (A -	10)					

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RFP 500-01-501

Request for Proposals for Technical Support Assistance to the Public Interest Energy Research (PIER) Program

Questions and Answers Pre-Bid Conference – July 3, 2001

Questions related to the nature of the Contract

- Q1: Will there be three one-year contracts?
- A1: No. The contract's duration will be 3 years. It will NOT be a series of 3 one-year contracts. The contract will initialize on October 5, 2001 and terminated on October 5, 2004.
- Q2: Please clarify the Small Business and Disabled Veteran requirements.
- A2: In order to be eligible for consideration as a potential Prime Contractor, firms must satisfy both the Small Business and Disabled Veteran requirements. In addition, firms must also demonstrate that the average annual gross receipts for three out of the most recent four full tax years exceed \$3 million dollars. Subcontractors do not need to meet the Small Business or Disabled Veteran requirements. Please see Section V, page 52 for further details.
- *O3:* Can a firm be a provider of expertise?
- A3: No. Each proposed provider of expertise, whether a primary or alternate provider, must be an individual. Firms are not allowed as providers.
- Q4: Must both a primary and alternate provider be proposed for each area of expertise?
- A4: Yes. Each of the 85 areas of expertise must have two providers proposed, a primary and an alternate.
- Q5: Can the primary and alternate provider be the same person?
- A5. No. The primary and alternate provider must be a distinct individual for any one area of expertise.

- Q6: Can the proposal show the same individual as a provider on more than one area of expertise?
- A6: Yes. The same provider may be proposed for more than one area of expertise.

 However, the individual must be fully qualified and simultaneously available for assignments in both areas of expertise. There is a possibility that evaluators will reduce the score for one such area of expertise, reflecting the possibility that the expert could become over committed.

Questions related to the Evaluation Process

- Q7: You said that the score sheet will be revised. What will be the nature of the revisions?
- A7: First, one expertise is being moved from the Building Energy Efficiency Subject Area to the Strategic Area, one expertise in the Strategic Subject Area is being replaced with a new expertise, and one existing expertise in Strategic is being moved to the R&D Program Planning and Evaluation Subject Area. These changes will also be reflected in the Forms 1 and in Forms 2A and 2B.

Second, in Exhibit A, the seven Subject Areas of expertise will be equally weighted. The result will be that the 85 areas of expertise will not be weighted equally, but proportionately so that the seven Subject Areas of expertise carry equal weight.

Third, other refinements and corrections will be made to Exhibits A and B, such as Excel scripting to avoid error messages, but none will affect the relative weights between the 85 expertise and the prime contractor qualifications.

Fourth, the relative weights between expertise and prime contractor qualifications (67%) on the one hand, and cost (33%) on the other hand, will also remain the same.

Fifth, the evaluation of expertise and cost will be made simultaneously.

A revised listing of expertise is included with this Q and A package, along with the revised Forms 1, Forms 2A and 2B, and Exhibit A.

- O8: Will the cost input Forms 2A and 2B be revised?
- A8: Yes, but mainly format changes and Excel scripting to avoid error messages as much as possible.

- Q9: Is there a minimum score for the prime contractor?
- A9: Yes, the prime contractor must achieve a minimum score on qualifications of 440 points in order to avoid disqualification.
- Q10: Please explain the use of Forms 1.85-1.96?
- A10: Forms 1.86-1.96 are to be used by the proposing prime to establish its qualifications as a prime contractor to the Commission. The RFP instructs the Bidder to use the single page Forms 1.86-1.96 to the fullest extent possible in responding to the requested information at the top of each form, because these pages will be the more intensively evaluated by the evaluators. Backup information may be included, and in some cases is required (see the Appendices as required by the RFP).
- Q11: Is there a difference in the scoring of expertise between industry experience and technical publications?
- A11: The RFP does not address any difference in weight between industry experience and technical publications in the scoring of expertise. The recording of both activities on the Forms 1 is important to the evaluators and both are requested on the Forms 1 for that reason.
- Q12: Is there any way to keep certain elements of a proposal confidential?
- A12: The whole proposal is kept confidential until the evaluation is completed and award(s) announced. Thereafter, the proposal is placed in the public domain. We do not believe any of the information being requested should be confidential information.

Issues related to 'Conflict of Interest' restrictions

- Q13: Will firms with preexisting PIER contracts be excluded from consideration due to the need to avoid real and perceived conflicts of interest?
- A13: Attachment 5, Article 27 in the RFP lists the rules governing conflicts of interest. These rules represent Commission policy and are designed to guide Commission decisions and alert contractors to potential conflicts of interest. The rules cover a number of situations sometimes encountered in the course of contract work. Firms with pre-existing Commission contracts are not automatically excluded from becoming prime contractors under this RFP, but Bidders are requested to discuss options they have or could implement to mitigate true or apparent conflicts of interest which otherwise would significantly reduce the availability of

the contract team in providing technical support to the PIER Program. Bidders are advised to read both Article 27 and to provide the information requested as Appendix 6 of their proposal.

Conflict of interest concerns apply primarily to contracts with the PIER program, and do not apply to contracts a firm may have with other State of California agencies unless these contracts affect the PIER Program.

Proposals are due on <u>August 17, 2001</u> by 5:00 P.M. There will be no exceptions or extensions to this deadline.

CALIFORNIA ENERGY COMMISSION PRE-BID CONFERENCE

RFP: 500-01-501

July 3, 2001

VOLUNTARY SIGN-IN: You are not required to sign this sheet or provide any information as a condition for attending or participating in this meeting. However, if you want to receive notices of future meetings on today's topics, or be identified as a small or disabled veteran owned business, please write your name and address in the spaces below. A copy of this list is mailed with the questions and answer sets to all those who requested a copy of this RFP.

★★Please use black ink only**★★**

NAME AND COMPANY	PHYSICAL AND E-MAIL ADDRESS	PHONE NUMBER	SMALL OR DISABLED VETERAN OWNED BUSINESS
Emory Easter Construction Engineering & Management A Syska & Hennessy Company	11500 West Olympic Blvd., Suite 680 Los Angeles, CA 90064	310/312-0200 Fax: 310/473-7468	-
Blake C. Lawless (for Robin Taylor) Science Applications International Corporation	10260 Campus Pt Dr. San Diego, CA 92121 Blake.C.Lawless@SAIC.com	858/826-7494 858/826-9124	N/A
Richard L. Counts, J.D., M.S. Arthur D. Little, Inc.	10061 Bubb Road Cupertino, CA 95014 Richardcounts@yahoo.com	408/517-1569 408/517-1550 Fax: 408/517-1553	-

NAME AND COMPANY	PHYSICAL AND E-MAIL ADDRESS	PHONE NUMBER	SMALL OR DISABLED VETERAN OWNED BUSINESS
Ronald B. Edelstein Gas Technology Institute	1700 South Mount Prospect Road Des Plaines, IL 60018-1804 Ron.edelstein@gastechnology.org	847/768-0898 Fax: 847/768-0500	No
Crisman Cooley Overdomain, LLC	599 Via El Cuadro Santa Barbara, CA 93111 Ccooley@overdomain.com	805/683-0938 Cell: 805/570-5474 Efax: 253/276-3206	Certified Small Business
Neal Balu P Plus Corp	20370 Town Center Lane, Suite 208 Copertino, CA 95014 Nbalu@ppluscorp.com	408/366-8700	Certified Small Busines
Mike Marelli PA Consulting Group	520 S. Grand Ave., Suite 500 Los Angeles, CA 90071 Mike.marelli@paconsulting.com	213/486-4810	No
Mark Wilhelm EPRIsolutions, Inc., a subsidiary of EPRI	3412 Hillview Avenue Palo Alto, CA 94304-1395 <u>Mwilhelm@epri.com</u>	650/855-2771 Fax: 650/855-8997	No
Nicholas C. Abi-Samra, P.E. EPRIsolutions, Inc., a subsidiary of EPRI	3412 Hillview Avenue Palo Alto, CA 94304-1395 Nabisamr@eprisolutions.com	650/855-1022 Fax: 909/498-7622	No

NAME AND COMPANY	PHYSICAL AND E-MAIL ADDRESS	PHONE NUMBER	SMALL OR DISABLED VETERAN OWNED BUSINESS
John F. Reilly EPRIsolutions, Inc., a subsidiary of EPRI	3412 Hillview Avenue Palo Alto, CA 94304-1395 <u>Jreilly@epri.com</u>	650/855-8923 Fax: 650/855-8572	No
Manuel Alvarez Southern California Edison An Edison International Company	1201 K Street, Suite 1810 Sacramento, CA 95814 Alvarem@sce.com	916/441-2369 Fax: 916/441-4047	No
Frank Zavatto Space Mark	505 Cypress Pt Dr., #48 Mountain View, CA 94043	650/964-2451	No
David J. Reardon, PE HDR Engineering, Inc.	271 Turn Pike Drive Folsom, CA 95630 <u>Dreardon@hdrinc.com</u>	916/351-3820 Fax: 916/351-3888	No
Erik S. Dyrr, C.E.M. Xenergy, Inc.	492 Ninth Street, Suite 220 Oakland, CA 94607-4048 <u>Edyrr@xenergy.com</u>	510/891-0446 Fax: 510/891-0440	No
Richard Flord ICF Consulting	60 Broadway Street San Francisco, CA 94111	415/677-7151	

NAME AND COMPANY	PHYSICAL AND E-MAIL ADDRESS	PHONE NUMBER	SMALL OR DISABLED VETERAN OWNED BUSINESS
Val R Jensen ICF Consulting	60 Broadway Street San Francisco, CA 94111 Vjensen@icfconsulting.com	415/677-7113 Fax: 415/677-7177	
Taghi Alereza ADM Associates, Inc.	3239 Ramos Circle Sacramento, CA 95827-2501	916/363-8383 ext. 237 Fax: 916/363-1788	Certified Small Business
David Reynolds Aspen Systems	5802 Balfor Rd. Rocklin, CA 95765	916/415-1396	
Gary Cullen RER	1104 Main Street, Suite 630 Vancouver, WA 98660 <u>Gary@rer.com</u>	360/906-0616 Fax: 360/906-0622	Certified Small Business
Richard Ely ADM Associates	3239 Ramos Circle Sacramento, CA 95827 <u>Dick@adm-energy.com</u>	916-363-8383 ext. 247	Certified Small Business
Chris Beekhuis Salas O'brien Engineers	305 South 11 th Street San Jose, CA 95112 Chris@salasobrien.com	408/282-1500 ext. 238	Certified Small Business

NAME AND COMPANY	PHYSICAL AND E-MAIL ADDRESS	PHONE NUMBER	SMALL OR DISABLED VETERAN OWNED BUSINESS
Jill Robinson Haizlip Geologica	703 Market Street, Suite 609 San Francisco, CA 94103 <u>Jhaizlip@geologica.net</u>	415/597-7881 Fax: 415/597-7880	Certified Small Business